

**SUBURBAN LIBRARY COOPERATIVE**  
**44750 Delco Blvd**  
**Sterling Heights, Michigan 48313**  
**Board Meeting**  
**August 29, 2024**

- I. The meeting was called to order at 6:37 p.m. by Eric Walton.
- Trustees present: Eric Walton (Harper Woods), Linda Pillow (Harrison Twp.), Adrienne Hilmon (Lenox), Stan Lisica (MacDonald), Erik Honsel (Mount Clemens), Mike Arcy (Romeo) and Nina Lineberger (Roseville).
- Trustees excused: Alana Stump (Lois Wagner) and Eli Minert (Ray Twp.)
- Staff present: Mallorie DeVilbiss and Pat Linsday.
- II. Approval of the Agenda  
Motion made by Lisica to approve the Agenda, supported by Lineberger. Motion Carried.
- III. Approval of the May 30, 2024 Minutes  
Motion made by Pillow to approve the May 30, 2024 minutes, supported by Arcy. Motion Carried.
- IV. Public Participation:  
None
- V. Member Library Concerns:  
The Harper Woods Library will be looking to hire a new library director and youth librarian. The library will also be celebrating its 60<sup>th</sup> anniversary, September 28<sup>th</sup> from 4 to 6 p.m. Everyone is invited to attend.
- VI. Action Items
- A. Approval of the Bills
1. Payment of the bills for June 2024 was approved on a motion by Lineberger, supported by Honsel. Motion Carried
  2. Payment of the bills for July 2024 was approved on a motion by Pillow, supported by Lisica. Motion Carried.
  3. Payment of the bills for August 2024 was approved on a motion by Honsel, supported by Hilmon. Motion Carried.
- B. Budget Reports  
Arcy made a motion to receive and file the Budget Reports, supported by Lineberger. Motion Carried.
- C. Investment Report/Finance Committee Report  
Lisica made a motion to receive and file the Investment/Finance Committee Report, supported by Hilmon. Motion Carried.
- D. Email Migration Contract  
Lisica made a motion to approve the SLC Email Migration Contract moving SLC email accounts from Intermedia to Google as recommended by the Suburban Library Cooperative Advisory Council. SLC would pay for the initial migration costs of \$5,000 and will bill libraries \$4 per month for each Libcoop account email used. The motion was supported by Arcy. Motion Carried.
- E. Polaris SMS Notices  
Honsel made a motion to approve Polaris SMS Notices (text messaging) as recommended by the Suburban Library Cooperative Advisory Council. SLC will be billed for a onetime startup fee of \$10,000 and then pay a yearly fee of \$20,736. The motion was supported by Arcy. Motion Carried.
- F. SLC Delivery Contract  
Our current delivery service contractor, RO Logistics, LLC, has agreed to renew the contract for one more year of delivery service at the same rate of \$18 per library stop and the same terms as our previous contract. Hilmon made a motion to approve the 2024/2025 Delivery Service Contract, supported by Arcy. Motion Carried.
- VIII. Information Items

A. Director's Report

Mallorie attended MLA's Think Space workshop with the topic of Future Ready Libraries. The final session was held on Mackinaw Island. The Cooperative handed out 2,700 early literacy bags to member libraries (100 bags per library building). Each bag contained a book and assorted items for either babies or toddlers under the age of 4. SLC will be getting new outdoor signage. The new signs are scheduled to be installed September 9<sup>th</sup>. Mallorie and Rylie have started visiting SLC member libraries to see what might have changed in the last two years and to see what they might need in terms of marketing. SLC has also hired an intern to work at four different member libraries, beginning the first week of September.

B. Advisory Council Minutes – June 13, 2024.

VIII. Adjournment

Meeting adjourned at 7:18 p.m.

Respectfully submitted

Adrienne Hilmon, Secretary