SUBURBAN LIBRARY COOPERATIVE
44750 Delco Blvd
Sterling Heights, Michigan 48313
Board Meeting
September 24, 2026

I. The meeting was called to order at 6:34 p.m. at the Suburban Library Cooperative by Theresa Krol.

Trustees Present: Mary Barnes (Ray Twp.) Mike Arcy (Romeo), Nina Lineberger (Roseville), Doug Procunier (Shelby Twp.), Kathleen Zenisek (St. Clair Shores), Theresa Krol (Sterling Heights) and April Church (Troy) and Frank Pasternak (Warren).

Trustees excused: (Utica) – position vacant

Staff present: Kathy McKinney and Pat Linsday.

II. Approval of the Agenda

Pasternak made a motion to approve the Agenda as presented, supported by Lineberger. Motion Carried.

III. Public Participation – Agenda Items Only

None

IV. Approval of the August 27, 2026 Minutes

The August 27, 2026 minutes were approved as presented on a motion by Church, supported by Zenisek. Motion Carried.

V. Action Items

A. Approval of the Bills

1. Payment of the bills for September 2026 was approved on a motion by Zenisek, supported by Church. Motion Carried.

B. Budget Reports

Barnes made a motion to receive and file the Budget Reports, supported by Pasternak. Motion Carried.

C. Investment Report/Finance Committee Report

Zenisek made a motion to receive and file the Investment/Finance Committee Report, supported by Procunier. Motion Carried.

D. Meeting Dates 2026-2027

Zenisek made a motion to approve the 2026-2027 Board Meeting Dates as presented. The motion was supported by Barnes. Motion Carried

E. Records Retention Policy

Church made a motion to approve the Records Retention Policy as recommended by the Suburban Library Cooperative Advisory Council. The motion was supported by Barnes. Motion Carried.

F. MERS Resolution to Establish Authorized Signatories

Barnes made a motion to approve the MERS Resolution to establish authorized signatures for contracts and service credit purchase approvals. The motion was supported by Lineberger. Motion Carried.

G. MERS Resolution to Create 457 Supplemental Retirement Program

Barnes made a motion to approve a resolution to create a MERS 457 Supplemental Retirement Program for Suburban Library Cooperative employees. The motion was supported by Church. Motion Carried.

H. 2025-2026 Revised Proprietary Fund Budget

Barnes made a motion to approve the 2025-2026 Revised Proprietary Fund Budget, supported by Zenisek. Motion Carried.

I. 2025-2026 Revised General Fund Budget

Procunier made a motion to approve the 2025-2026 Revised General Fund Budget, supported by Barnes. Motion Carried.

J. 2026-2027 Proposed Proprietary Fund Budget

Arcy made a motion to approve the 2026-2027 Proprietary Fund Budget with a decrease for the employee raises from 5% to 3.75%. There was no support for this motion. Procunier then made a motion to approve the 2026-2027 Proprietary Fund Budget with a decrease of employee raises from 5% to 4%. The motion was supported by Zenisek. Motion Carried. Barnes voted No.

K. 2026-2027 Proposed General Fund Budget

Procunier made a motion to approve the 2026-2027 General Fund Budget with a decrease of employee raises from 5% to 4%. The motion was supported by Zenisek. Motion Carried.

L. Plan of Service Amendment

The Board were very clear that they did not want member library directors to serve on the Cooperative Board. They might consider having a director serve but only on an interim basis for two or three months, or until the library is able to find representation. Arcy made a motion to table this item until our next Board meeting, October 22, 2026. The motion was supported by Zenisek. Motion Carried.

VI. Member Library Concerns:

The St. Clair Shores Library will reopen on October 2, 2026. Troy Days celebration was almost a rainout. The Roseville Library is updating policies.

VII. Information Items

A. SLC Director's Report

SLC Director's Report
September 24, 2026

1. Currently Working On/Done
   a. EnvisionWare Upgrade to CloudNine for libraries
      i. We have a new EnvisionWare installer helping Chris and Ken with the migration to CloudNine. Things have been smoother, but there is a learning curve for member library staff.
   b. Comcast Accounts
      i. We have moved over our internet services to our member libraries to Masergy from Comcast. However, many accounts were not cancelled properly by Comcast. We are in the process of cancelling those accounts and receiving credits on them as they were continuing to bill us.
      ii. Comcast is aware of our fiscal year ending on 9/30 and are working diligently to fix the problem prior to that date.
   c. New delivery tables and office furniture will be delivered and installed on 9/23. This will make sorting safer for staff and materials. This has also been a great time to go through filing cabinets and SLC history.
   d. I have been working with the team leaders for different library class sizes to update the annual plan and plan of service for the next year.
   e. Attending Meetings
      i. CivicPlus (9/1 and 9/25)
      ii. System Manager Meeting (9/8)
      iii. Advisory Council (9/10)
      iv. Public Library Director Meetings (9/11)
      v. Annual Plan/Plan of Service (9/15)
      vi. DSLRT (9/18)
      vii. Library Cooperative Director Meetings (9/18)
      viii. Rural Grant Application (9/23)
      ix. LocalHop (9/24)
      x. Revize (9/25)
2. Staff Updates

a. Chris has been working with Amy to write a policy for implementing individual logins for Polaris. We are testing these with Chesterfield. Chris has started working with schools to get their student data to upgrade the Virtual Library Card program. He has been working with Ken with the CloudNine installations and troubleshooting. Chris has been ordering equipment for St. Clair Shores and the new Warren Public Library branch. He has been working closely with the city of Warren staff to coordinate each piece of the project. He is also our in-house handy man. He was able to fix some lights in the building as well as working with the back door that randomly fails to close at times.

b. Amy has been offering acquisitions training to libraries and creating related training documentation. She has been updating logins for OverDrive due to staff changes. She has also been working closely with libraries to get their items in compliance with the holds policy. Amy has been implementing single sign on logins for library staff within Leap. She has been working with libraries to add new collections for cataloging items. She has been updating the usage stat guide for libraries 2026-27 online databases.

c. Ken has taken the CloudNine installation and training checklist provided by the new EnvisionWare training technician and expanded it into a more user-friendly instruction manual for SLC and library staff. He has also successfully resolved several persistent printing issues within CloudNine that were hindering patron access.

d. Amy and Ken were able to correct a technical issue with our legacy 3M/Bibliotheca RFID pads, restoring their full functionality within Leap.

e. Lauren went with Amy to St. Clair Shores library last week to help train new staff on cataloging.

f. Pat has been working with me to close the Comcast accounts. This has been an ongoing problem since October of last year. We are very close to having this resolved without spending unnecessary funds.

g. Rylie has been working with me to create SLC and MI Library Card marketing materials to be used at events like MLA, in-services, etc. She has been working on Library Card Sign-up Month graphics, and has created various templates for eResources and upcoming library celebrations like Virtual Library Card, Banned Books Week, and National Friends of Libraries Week.

h. Vicki, Lisa, Sasha, Nancy, and Kim have been hard at work sorting bins.
August Delivery Stats:
SLC incoming bins: 1,857 (64,995 items)
SLC outgoing bins: 1,876 (65,660 items)
MeLCat incoming bins: 279
MeLCat outgoing bins: 221

B. Advisory Council Minutes September 10, 2026.

VIII. Public Participation
None

IX. Adjournment
The meeting adjourned at 8:11 p.m.

Respectfully Submitted

Kathleen Zenisek, Secretary