

#1

MINUTES of REGULAR MEETING
Oakland County Library Board
July 5, 1978, 9: AM
Commissioner's Conference Room.

PRESENT: All Board members, and County, Law and Institutional Librarians, and Amy Milholland of County Library; and Shera Farnham, Hotline Librarian, and her replacement: Nancy Hariani.

Prior to opening the meeting, Chairman Dohany requested Shera Farnham, who is resigning her position August 31, to introduce her replacement: Nancy Hariani. Shera detailed Nancy's work experience, qualifications, etc. in the library field; then introduced her individually to each Board member. She was favorably accepted by the Board.

Chairman Dohany called the meeting to order at 9:10; following the Agenda:

- 1) Approval of Minutes of June 7 regular meeting.
No corrections were offered; they stand approved for the record as submitted.
- 2) Approval of Bills.
Jose explained in detail the book purchases and distribution for the Children's Village which are reflected in Account 3571 of Attachment #1. Tyrrell then moved, seconded by Simson, in

RESOLUTION 78-52, that all bills described in Attachment #1 be approved for payment. Motion carried. Vote: All Ayes.

- 3) Co-Op Membership (WOLF)
Copies of Leo Dinnan's letter to Jose dated June 16 were distributed which presented in detail a membership proposal for our consideration, itemizing a full range of cooperative services, method of payment, etc. This was briefly discussed resulting in consensus that a committee of Baruch, Jose and Dick Johnston, librarian of West Gloomfield and Baldwin, study this suggested proposal, and be responsible for writing a proposed agreement on this subject by the Board for presentation to Dinnan; this proposed agreement to be available to the Board at its September (13th) regular meeting.
- 4) ALA Convention - Baruch and Jose
Baruch presented a good comprehensive report on various meetings he attended at this convention, which he considered of interest to the Board. The apparent probable availability of grants for library purposes was discussed resulting in consensus that the Board investigate all phases of grants to libraries from all angles. Simson suggested, and later put to motion, that Shawn Topiwalla be invited to attend our September meeting to discuss this subject of grants for library purposes. This suggestion received favorable action by the Board; it was seconded by Tyrrell. Motion carried. Vote: All Ayes.
Jose gave a brief oral report; her written report will follow at next meeting. Kerrigan submitted a report covering her attendance at this Convention, i.e. HRLSD - Library Service to Prisoners, to which she was invited. Brief discussion of this meeting, the exchange of experiences and problems of other institutional librarians, should prove helpful to Kerrigan in her work. Interestingly the experiences and problems of other librarians in this field appeared to be common to all.

- 5) Report of Institutional Librarian.
Kerrigan submitted a suggested policy for the Jail-Law Library, as did Captain Carl Matheny; discussed briefly especially item of copy material by and for inmates, and costs involved. Result: Baruch moved that Kerrigan prepare a list of questions for submission to County Attorney Robert Allen, for clarification, legality, etc. Simson seconded. Motion carried. Vote: All Ayes.
- 6) County Librarian's Report.
- a) Jose reported on summer employees (two from Camp Oakland); proving to be helpful; good learning experience.
 - b) Workshop on Consumer Price Index sponsored by Board, scheduled for July 17.
 - c and d) Attendance at (1) workshop on New Copyright Law (May 12) and Library Resource Sharing in Michigan (May 25-26). Written report on each meeting attached.
 - e) Progress of updating the Union List of Serials.
 - f) Preparation of 1979 Budget status.
 - g) Status of book order procedure.
 - h) Personnel status in the County library; Amy's pregnancy and possible leave December 1; Dohany's letter of June 16 to Henry Hoot, chairman of Public Services Committee, regarding status of library personnel, and requesting permission to replace one CETA Typist I position as soon as possible.
- 7) Old Business.
Tyrrell suggested the Board consider some means of increasing the interest of our State legislators on library matters. Consensus: good suggestion; should begin definite action on it.
- 8) New business - None
- 9) Shera's Farewell.
Shera had written a very complimentary letter to the Board telling of her appreciation and personal reward in her four years of experience with the County Board in the Hotline operation. She reviewed this again and detailed various features of her work in order of importance, and hoped they would be continued. She expressed real gratitude and appreciation for the Board's gift to her and the reception in her honor on July 1?
- 10) Audience comments.
Dick Beer suggested a seminar in the fall or winter, county-wide, for all librarians, on the Law library, legal matters, etc. Consensus: Excellent suggestion; such seminar is needed and should be well attended. Also, Beer announced the 1982 meeting of the American Association of Law Librarians would be held in Detroit, at the Ren-Cen.

Adjournment: 11:30 AM.

NEXT MEETING: August 2, 1978.


Mary F. Allison, Secretary

C. Hugh Dohany, Chairman.

MINUTES of Regular Meeting
Oakland County Library Board
August 2, 1978 - 9: AM
Commissioners' Conference Room.

PRESENT: All Board members except Leonard Baruch; and Librarians: County, Institutional, Clerk of Law Library in Dick Beer's absence; and Nancy Hariani, Hotline Librarian and assistant arrived at 9:45; and John Lawton of the County Budget Department.

Prior to opening the meeting, Jose introduced the two Camp Oakland students who have been assigned to assist in the Reference Library; they departed soon after the introductions.

Chairman Dohany called the meeting to order at 9:10; following the Agenda,

- 1) Approval of Minutes of regular meeting on July 5.
No corrections were offered; they stand approved as submitted.
- 2) Approval of Bills.
Attachment #1 to these Minutes describes outstanding bills and status of respective accounts. Jose explained each item after which Tyrrell moved, seconded by Simson, in

RESOLUTION 78-53 that all bills itemized in this Attachment be approved for payment. Motion carried. Vote: All Ayes.

- 3) Correspondence.
The Agenda lists six items of correspondence (for subject reference, consult the Agenda) which were informative; briefly discussed. No action required.
- 4) Amy Milholland's Resignation.
Three items are listed in the Agenda on this subject - all on file for reference. Amy's resignation and Jose's letter of comment on staff personnel had been sent to the Board members prior to the meeting for consideration. No further action.
- 5) Approval of Penal Fines Distribution: 1977/78.
Statement of distribution of payment of library penal fines was distributed to each Board member for consideration, disclosing 1978 per capita allocation at \$.13519092 for total population of 944,579; total fines to be paid in this distribution: \$ 127,698.50.

For reference, prior years distribution:

1977:	per capita:	\$.122093	for total of \$	116,083.00,	and
1976	" "	.132424	" " "	122,265.00	

Brief discussion resulted in

RESOLUTION 78-54 by Simson, seconded by Tyrrell, that distribution of these penal fines be approved as recorded in memorandum itemizing distribution. Motion carried.
Vote: All Ayes.

- 7) Co-Op Developments.
Dohany reported briefly on present status; of special interest: the transfer of employees from Wayne County to Co-Op. No decision.
- 6) Budget -- 1979

Sub-Regional Library.

With the arrival of C. Gordon Lewis, Director of Farmington Community Library, and Beverley Papai, Librarian of the Sub-Regional Library, their budget was first considered for discussion. John Lawton of the Budget Department was introduced.

Jose had prepared a 6-page itemization of budgeted items for all categories for the 1979 budgeted year. Page 2 lists the Maintenance Budget and the Proposed Increase for 1979. Lewis submitted explanatory letters of the operation of the Sub-Regional library in letters dated July 14 and August 1, with monthly statistical reports of its operation. The various items were discussed in detail from several angles. Lawton stated the Budget Department had set a 7 per cent increase over the past year for inflation, and was very 'firm' about holding the line. After considerable discussion of the separate items, Tyrrell moved, supported by Simson, that the Proposed Increase Budget for 1979 for the Sub-Regional Library in total amount of \$39,100.00 be approved for presentation request to the Budget Department. Motion carried. Vote: All Ayes.

Following this action, Lewis and Papai departed the meeting (10:45).

Hotline

Discussion of itemization on Page 1 of the Proposed Budget, resulted in motion by Simson, supported by Tyrrell, that the Proposed Budget as presented be approved for presentation request to the Budget Department. Motion carried. Vote: All Ayes. Total amount: \$38,160.00

Reference Library

The breakdown of all items, costs, etc. were broadly discussed and Lawton's counsel was sought in many instances. Some amendments were made; Simson moved, seconded by Tyrrell, that the proposed budget for the Reference Library, as amended, including approval of a budgeted staff employee to replace the previous CETA employees to provide stability in operation and greater efficiency, be approved for presentation request to the Budget Department. Motion carried. Vote: All Ayes.

Lawton asked for a decision on priorities; Dohany will handle.

8) Institutional Librarian's Report.

Kerrigan had submitted a report on the visit to the Wayne County Jail Library on July 18, describing observations and service to the inmates. She reported on Wayne's opinion regarding availability of legal materials from the library to the inmates which opinion coincided with our consensus. The subject of legal materials and their dissemination by our library was discussed resulting in motion by Tyrrell that Jose be authorized to prepare a policy statement for the Board's consideration at next meeting to the effect that such service is not within the jurisdiction of our library; that our objective is to provide leisure material services only to the inmates. Simson seconded this motion; carried. Vote: All Ayes.

Children's Village: Operation here very satisfactory at this time.

Kerrigan submitted memoranda:

- 1) Magazines for Jail to Captain Carl Matheny
- 2) List of Recommended Minimum Collection for Michigan Prison Law Libraries received from Michigan Department of Education, State Library Services - Law Library.
- 3) Bibliography of Psychology and Practical Living Material, Oakland County Jail Library.

9) County Librarian's Report.

Agenda lists six items of report. All are on file for reference. Reviewed briefly; informative.

10, 11, 12: Old/New Business; Audience comments.
None.

Adjournment: 11:55 AM.

Mary F. Allison, Secretary

C. Hugh Dohany, Chairman

NEXT MEETING: SEPT. 13, 1978

#1

MINUTES of REGULAR MEETING
Oakland County Library Board
September 13, 1978, 9: AM
Commissioners' Conference Room

PRESENT: All Board Members and Librarians: County, Law, Institutional
and Oakland University Hotline.
Robert Gaylor, President - Oakland County Library Trustee Association

Chairman Dohany called the meeting to order at 9:05 a.m. Following the Agenda:

- 1) Approval of Minutes of August 2 regular meeting.
No corrections were offered; the Minutes stand approved as submitted.
- 2) Approval of Bills.
Jose had presented Attachment #1 dated September 13, itemizing the current bills for payment approval. She explained the itemization; Tyrrell then moved in

RESOLUTION 78-55 that all bills itemized in Attachment #1 be approved for payment. Allison seconded. Vote: All Ayes.
- 3) Correspondence. (Copies had been delivered to all Board members prior to the meeting for study.)
 - a) Notice of OCULS meeting on September 8, re Union List.
Very good meeting; 40-50 attended. Volunteered assistance when needed.
 - b) Jose's letters to Senators Griffin and Riegel re HR 12929.
 - c) Dick Beer's letter of August 29 re workshop suggestion to acquaint our public librarians on the use of legal materials in the Law Library.
No date set; proposed to give first to our County librarians; then, if interest justifies, give statewide.
 - d) Jose letter to Senator Faxon enclosing library informational materials for his file in legislative considerations.
- d) Budget for 1979.
Report on preliminary Hearing (August 21) on proposed budget. Apparently County recommends retention of 1978 budget figures insofar as possible. Discussion of CETA personnel positions caused by freezing of CETA funds.
- 5) Co-op Developments.
Jose had delivered to all Board members various attachments/^{of} definitive materials to bring current status of WOLF. Broadly discussed were the difficult personnel allocations and assignments which are tentatively unresolved and WOLF membership and financial responsibility resulting in a suggestion by Dohany that he be authorized by the Board to negotiate an agreement for membership for one year at a cost not to exceed \$1,000.00, (this amount to be paid from prior year's fund account). Discussion resulted in Dohany so moving (as above), seconded by Simson, which was passed unanimously by Board vote. This is recorded in

RESOLUTION 78-56 - as above described.

- 6) Institutional Librarian's Report.
Kerrigan opened discussion of providing inmates with legal materials, the jail library's responsibilities, etc. Beer reported his visit to Saginaw Jail with Lt. Cooper. Consensus: Unanimous agreement with Chairman Dohany's letter of August 11, 1978, to Sheriff Spreen stating position of the County Library in this respect: i.e. to provide leisure reading only to inmates. Beer will continue this subject investigation insofar as the Law Library is concerned.
- 7) County Librarian's Report.
Prior to this meeting, Jose had delivered to all Board members detailed memoranda of the month's activities in the Reference Library and her official contacts for their study and information. She reviewed briefly the current status of library oriented legislative matters; MLA conference this Fall in Wisconsin; Margaret Stebbins' resignation from the State Board for Libraries and the appointment of a Marquette (Upper Michigan) woman to succeed her; etc.
Jose was complimented on her preparation of these comprehensive materials and their delivery to Board members prior to the meeting.
- 8 - 9) Old and New Business.
None.
- 10) Comments from Audience.
Robert Gaylor, president of the County's Trustee Association, announced their meeting on October 17 at 8 PM in Oak Park Public Library, featuring speakers on current Tax Limitation now in the State legislature, and Leo Dinan to speak on the status of Co-Op Developments. All were invited to attend.
A second meeting on November 15 planned by Friends on Fund Raising projects will be held at the Royal Oak SE Vocational Center.
- 11) Adjournment: 10:50 A.M.


Mary F. Allison, Secretary

C. Hugh Dohany, Chairman

NEXT MEETING: October 12 (Thursday), 9: AM

MINUTES of REGULAR MEETING
Oakland County Library Board
October 12, 1978 9: AM
Press Room, County Auditorium

PRESENT All Board Members, and Librarians: County, Institutional, and Hotline. Also, Robert Gaylor, president Oakland County Library Trustee Association, and Monitor from League of Women Voters

Meeting called to order at 9:10 AM. Following the Agenda:

- 1) Approval of Minutes of September 13 regular meeting.
No corrections were offered; they stand approved as submitted.
- 2) Approval of Bills.
Jose had distributed Attachment #1 to these Minutes itemizing current bills for payment approval; she explained each item resulting in motion by Tyrrell, supported by Simson, in

RESOLUTION 78-57, that all bills described in Attachment #1 be approved for payment. Motion carried. Vote: All Ayes.

- 3) Correspondence.
 - a) Briefly discussed letters received from Senators Griffin, Riegler and Faxon; and letters to Juanita Ervin, Dalton Books, Mary Basigkow, Barton, Thomas, Scannell, and J. Oleinick, as listed in the Agenda.
 - b) Kerrigan, institutional librarian, reported increased book collections for the Children's Village and methods of obtaining these materials.
 - c) Hariani, Hotline Librarian, submitted statistical report of operations for month of September.
 - d) Statistics of operation of the Sub-regional Library, Farmington Hills.
 - e) Letter from Jane Cameron, chairman of State Board for Libraries, dated September 28, 1978, inviting our Board's participation in meeting attendances, referrals, etc. Baruch moved that the Chairman write a letter to Mrs. Cameron assuring her of the Board's interest and support of her leadership; that we look for statewide leadership in the interests of libraries through this State Board especially since its membership is composed of appointees by the Governor. Tyrrell seconded this motion. Carried. Vote: Unanimous. Dohany will handle.

Chairman Dohany introduced discussion of appointments by the County to the County Library Board, considering possible new appointments for replacement of Simson who has indicated her wish to resign about the first of the year, and the expired term of Allison who has continued to serve pending replacement, resulting in motion by Baruch that the Library Board indicate to the County Commissioners that any appointment to the County Library Board be citizenship representation rather than administrative. Tyrrell supported this motion; carried. Vote: All Ayes. Gaylor will discuss this matter of candidates with the Oakland County Trustee Association and submit interested candidate names for appointment consideration.

- 4) Co-op Developments.
Dohany discussed WOLF budget, personnel including administrative, assigned to WOLF and to the Wayne System; the duties of Leo Dinnan. The contract, approved by the Board in September 13 regular meeting, (Item 5) was submitted for review and signed. Dohany informed the Board that the contract had been checked by Allen, county attorney, and was approved for signature.
- 5) County Librarian's Report.
Jose submitted a detailed report of her attendance, with Hariani, at the MLA convention in Kalamazoo October 3. It was comprehensive and informative confirming her statement that it was very worthwhile and inspirational. Subjects covered were:
- a) Interviews with exhibitors.
 - b) Personnel problems, etc.: Graduates in Library Science; hiring of non-professionals, role of libraries in Adult Extended Learning, Continuing Education for library related persons.
 - c) Legislative matters including the Bushne 1 report on the effect of the tax amendment proposals (3) on public library funding.
 - d) White House conference.
 - e) Award of "Librarian of the Year" to Genevieve Casey.
 - f) 1979 MLA annual meeting will be held out-of-state.
 - g) Joann Wilcox, retiring president of MLA
Jose suggested a letter of commendation be written to her by the Board. Tyrrell put this to motion, supported by Allison; motion carried. Vote: All Ayes. Chairman will so do.
 - h) Library Newsletters. Jose asked approval for quarterly distribution to libraries; the booklist will continue to be distributed to the county officials and libraries as presently. Consensus of Board: Unanimous approval for Jose to augment this change of distribution.
 - i) Jose stated she is not on the Legislative Committee of MLA this term but has arranged to be informed of all actions. She will be on Public Relations Commission and reported the forthcoming workshop for this Commission which she would like to attend, resulting in

RESOLUTION 78-58, moved by Tyrrell, supported by Allison, that Jose's attendance at this workshop with all expenses paid be approved by the Board. Motion carried. Vote: All Ayes.
 - j) Bushnell report on the three Tax Amendments. Explained in Bushnell's letter to Fran Pletz, MLA Executive Director, which has been widely distributed to library field for information. Bushnell will be principal speaker on this subject at Oakland County Library Trustee Association meeting in Royal Oak on October 17. The League of Women's Voter release on these Amendments indicates opposition to all three Amendments due to the harm each will cause to library revenues.
- 6, 7, 8) Old and New Business; Comments from Audience.
None.
- 9) Adjournment: 10:30 AM.


Mary F. Allison, Secretary

C. Hugh Dohany, Chairman

#1

MINUTES of REGULAR MEETING
Oakland County Library Board
November 1, 1978 9: AM
Commissioners' Conference Room

PRESENT All Board members, and Librarians: County, Institutional, Law
and Hotline.
John Lawton of Budget Department
JoAnn Wilcox, past president Michigan Library Association, and
Robert Gaylor, president Oakland County Library Trustee Association.

Dohany called the meeting to order at 9: a.m.; following the Agenda:

- 1) Approval of Minutes of October 12 regular meeting.
No corrections were offered; they stand approved as submitted.
- 2) Approval of Bills.
Jose distributed Attachment #1 dated November 1, 1978, to these Minutes describing current bills for payment approval; she explained purchases and balances in each account resulting in motion by Tyrrell, seconded by Baruch in

RESOLUTION 78-59 that all bills itemized in this Attachment be approved for payment as submitted. Motion carried. Vote: All Ayes.
- 3) Correspondence:
Jose had distributed copies of all correspondence listed in this Item 3; each was discussed for clarification or further information. Actions were taken on
 - a) Contract next year with 3M on BCS-340 system. Motion by Tyrrell, seconded by Allison, in
RESOLUTION 78-60 that Jose renew contract according to 3M letter of October 17, 1978, and to notify 3M of the County's formula for payment. Motion carried. Vote: All Ayes.
 - b) Oakland Press subscriptions for Children's Village (see Don Rolph's letter of October 17, 1978). Discussion resulted in

RESOLUTION 78-61 by Tyrrell, seconded by Baruch, that nine subscriptions to the Oakland Press for a total of \$421.00 be approved for the Children's Village. This is for one year only when their uses will be studied for consideration of any future subscriptions. Rolph will be so notified. These subscriptions will be paid from the Board's prior years' fund. Motion carried. Vote: All Ayes.
 - c) District Library Law: SB 1578 signed by the Governor.
 - d) Recommendations from Oakland County Public Library Trustees Association to fill vacancies on this Board, with general consensus that JoAnn Wilcox be named to complete the term of Mary Allison. The expected vacancy about the first of the year is unanimously agreed to be filled by Robert Gaylor who was jointly recommended by the Trustees Association for consideration of membership on this Board. This was put to motion by Simson, seconded by Baruch; carried. Vote: All Ayes.

- e, f) Letters acknowledged without a discussion.
- g) Lobbying bill, SB 674, signed by Governor. Briefly discussed.
- 4) Co-Op Developments.
Memos signed by Leo Dinnan to WOLF Board (a) dated October 10, 1978, on personnel pending completion of salary and job classifications and, (b) dated October 12 on WOLF Board position on Tax Limitation Amendments, were discussed. Dohany reported the WOLF organization seems to have resolved preliminary organizational problems and is settling down to its real job. Newly elected officers are: Chairman: Ernest Sauter; Vice Chairman: Alex Lebedeff, and Hugh Dohany continues as Treasurer.
- 5) Budget for 1979.
Jose explained her recommendations for the 1979 proposed budget. John Lawton of the Budget Department verified the recommendations and confirmed the "Hold at 1978 Level" insofar as possible. Final budget cannot be firmly resolved until outcome of the election on tax limitations on November 7.
Following the budget discussion, Lawton departed the meeting.
- 6) County Librarian's Report.
Jose distributed a 3-page report of meeting attendances, etc. during the month:
 - a) WOLF Board meeting on October 12 on personnel arrangements, contract, etc.
 - b) CORD meeting on October 13 as guest of Robert Kramp of Oakland Schools.
 - c) Oakland County Public Library Trustees Association meeting on October 17 at which the three tax amendments to be voted on November 7 were explained; Dinnan discussed future of WOLF, etc; and membership of Kukuba of Clawson on WOLF Board and his residence move to Birmingham.
 - d) Recommendations to fill vacancies on Oakland County Library Board
 - e) Routine office work including formation of Union List Advisory Committee.
 - f) Membership and terms of office of State Board of Libraries.
 - g) Kerrigan's report on Jail Library statistics for past month. Kerrigan briefly discussed desirability of promoting a film program for her patrons.
- 7) Old Business.
Dick Beer told of preliminary plans for the workshop for county librarians to give them information on the use of legal materials and where questions may be asked regarding legal services. In the spring, under Board's sponsorship, he would like a one-day pilot workshop for our county's librarians as a 'dry run' before finalizing the program for statewide introduction. Jose reported the planning meeting for this workshop coincided with the meeting of the State Board for Libraries and asked for priority preference. Result: since the workshop is planning only, she can 'catch up' on details which could not be done with the meeting of State Board for Libraries; the decision was made that she attend the State Board meeting.
 - b) Nancy Hariani, Hotline Librarian, requested permission to hold an Open House at her library the week after Thanksgiving for the county librarians; that the last one was held two years ago. Discussion: Unanimous approval of this request in

RESOLUTION 78-62 by Tyrrell, seconded by Baruch, that approval be given or this Open House, sponsored by the Board, with a maximum of \$100.00 be allowed to cover all expenses, this amount to be paid from the Board's prior years' fund. Motion carried. Vote: All Ayes.

8) New Business.

This was Allison's last official day on the Board (Term had expired on August 25, 1977). Jose presented her with a beautiful book: "A Distant Mirror"- the Calamitous 14th Century - by Barbara W Tuchman. a gift from the Board for her approximate 16 years of service. Allison was deeply appreciative and expressed her pleasure in the opportunity to have served on the Board, and was pleased with its accomplishments and wished its continued success. Baruch followed with a Resolution by the Board to be directed to the County Board of Commissioners suggesting recognition by them for Mrs. Allison's years of service. Simson seconded the motion, which carried. Vote: Unanimous.

10) Adjournment: 10:20 a.m.

NEXT MEETING: December 6, 1978



Mary F. Allison, Secretary

C. Hugh Dohany, Chairman