



1987

**Oakland County
Library Board
Minutes**

Book 1 of 2

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Commissioners' Auditorium

Committee Room A

December 17, 1986

Meeting called to order at 3:04 p.m.

1. ROLL CALL.

Board Members present: The Honorable Steven Andrews, C. Hugh Dohany, Robert Gaylor, William Hassberger, Dr. William Keane.

Board Members excused: Lillian Russell, Joann Wilcox.

Quorum present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Library Director; Marty Johnson, Admin. Secretary; Charlotte Liner, Librarian, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne Oakland Library Federation; Shirley Willing, Institutional Library Technician.

2. APPROVAL OF MINUTES.

Resolution 86-88: Keane moved that the minutes be approved as presented. Hassberger seconded. Motion carried.

3. APPROVAL OF BILLS.

- A. Reference Library
- B. Law Library

Jose requested authorization to pay final GEAC invoice when received. The account overrun is balanced by remaining balance in other accounts. Jose also requested that the invoices for the Subregional, and those of the magazine jobber be authorized for payment since they will be due prior to the January, 1987 Library Board meeting.

Beer noted that not all monthly statements for the Law Library have been received. While the line item for Library Continuations is about \$5,000 over budget, other items are under budget amounts to cover this.

Resolution 86-89: Hassberger moved that the bills of the Reference and Law Library Divisions be paid. Gaylor seconded. Motion carried.

4. ANNOUNCEMENTS, CALL TO THE AUDIENCE & CORRESPONDENCE.

There were no announcements.

No one from the audience wished to be heard.

-item a. Letter from Jennie Cross, 12-2-86, detailing the results of the WOLF election. Mark Wollenweber was elected to fill the remainder of the term vacated by Sue Weibel.

5. REPORTS TO THE BOARD.

A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written reports noted and filed.

Andrews mentioned the new Court Rule on Mediation fines and suggested the Library Board deal with this promptly. He recommended several areas open to the Board in pursuit of this matter. Gaylor suggested putting a plan of action on the agenda for the January meeting.

B. COUNTY LIBRARIAN'S REPORT - Jose.

Written reports noted and filed.

Jose had nothing in addition to report.

C. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Meeting minutes and circulation report noted and filed.

Whitaker stated that Robert Scott, librarian at Clawson, had retired, and the position will be filled by Elizabeth Levin of the Huntington Woods Library. Levin will begin her new position after the first of the year.

Whitaker reported that Orion had just gone "on-line" and that before the next meeting, Novi will join them. Twenty-five libraries will have gone "live" at that time.

There was a discussion of State Aid to Libraries. Beer indicated an item in the WOLF minutes regarding the request to encourage Governor Blanchard to support this State Aid. Jose explained PA 89 of 1977, in which 14.1 million was authorized for libraries. This amount has never been realized.

Resolution 86-90: Keane moved that the Library Board send a letter to the Governor's office requesting his support. Gaylor seconded. Motion carried.

Jose noted Whitaker's memo regarding GEAC's financial statements. Whitaker indicated that he had been assured by GEAC's library representatives that GEAC is reorganizing "in a way that will make the Library Division more effective", and that the courts and banks have approved their plan.

D. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

Willing commented that their library had received a donation of six sets of books on photography from the Minolta Company. She said they were excellent and that she had donated one of the sets to the Oakland County Crime Lab.

Darryl Davenport, the newest member of Willing's staff, started working on December 15.

5. Reports to the Board, con't.

E. LITERACY PROJECT - Weiss.

Written report noted and filed.

The Literacy Project submitted three budget proposals based on three different funding projections, and listed all funding sources their office felt were reasonable: 1) full-time funding; 2) 80% funding (maintaining the office as it is now); 3) "Bare Bones" funding providing a half-time project director.

Weiss described possible funding sources, giving explanations as to the projected amounts.

Keane acknowledged that the Literacy Project had been operating for too long without a secure foundation. He reiterated the possible funding sources and stated the Oakland School directors would subsidize a portion of the financing.

Discussion followed.

Resolution 86-91: Andrews moved that the Library Board make a commitment of \$10,000 toward the funding of the Literacy Project. Hassberger seconded. Motion carried.

F. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report and statistics noted and filed.

Hund commented that their library had received over 12 lbs. of Christmas goodies and a monetary gift from various patrons.

Hund has visited 37 public libraries this year and hopes to visit the remaining two before the end of the year.

Jose noted that the Subregional had received full funding for their 1987 budget.

6. OLD BUSINESS.

A. Jose presented a compilation of the evaluation forms received on the October 29th meeting. Twenty-six forms were mailed with fifteen returned. Overall, the comments were favorable indicating that the meeting was worthwhile and should be held annually; the location was good; time of day might need to be altered to accommodate trustees. She made the recommendation that the Board hold a second annual meeting in 1987.

There was a discussion of the difficulties between WOLF and the public libraries.

Whitaker commented that WOLF had hoped the meeting would promote free and open discussion in order to help resolve any difficulties. He continued by saying that it was getting increasingly difficult to provide the expected services with income that has virtually been "plateaued". State Aid, he said, had not come close to keeping up with inflation. The language of PA 89-1977, that created cooperative areas, gives them what Whitaker described as an "8-cylinder promise of state funds with only a 4-cylinder support of the law".

6. Old Business, con't.

-Item A, con't.

Whitaker felt that the results of the October 29th meeting indicated clearly what has happened as a result of this language. He went on to say that this problem was not only felt by WOLF, but was of concern to cooperatives all over the state. Unfortunately, there were not enough cooperatives to make any great lobbying effort, and he again called upon all those interested in the welfare of public libraries to join together to lobby for State Aid.

B. Subregional Demographic Study.

This item was tabled until the January Board meeting.

7. NEW BUSINESS.

Dohany proposed a study committee be formed to examine the personnel and reorganization of the four divisions of the Oakland County Library.

Resolution 86-92: Keane moved that a Personnel Study Committee be formed.
Andrews seconded. Motion carried.

Dohany appointed Andrews, Gaylor and Keane, along with Jose and Beer as resource people, and Kathy Shallal, Personnel Technician, to act as liaison with the Personnel Department.

Beer introduced Charlotte Liner, Librarian for the Law Library Division. He indicated that she would be representing the Law Library at future Board meetings.

8. COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

9. CONFIRM JANUARY MEETING DATE.

The next meeting of the Oakland County Library Board will take place on January 28, 1987.

10. ADJOURNMENT.

The meeting adjourned at 4:15 p.m.

Respectfully submitted.

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES
OAKLAND COUNTY LIBRARY BOARD
Commissioners' Auditorium
Conference Room
January 28, 1987

Meeting called to order at 3:08 p.m.

1. ROLL CALL.

Board Members present: The Honorable Steven Andrews, C. Hugh Dohany, Robert Gaylor, William Hassberger, Dr. William Keane, Lillian Russell.

Board Member excused: Joann Wilcox.

Quorum present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Library Director; Marty Johnson, Admin. Secretary; Charlotte Liner, Librarian, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne-Oakland Library Federation; Shirley Willing, Institutional Library Technician; Don Malinowski, Facilities & Engineering; Mr. Russell, guest.

2. APPROVAL OF MINUTES.

Resolution 87-1: Hassberger moved that the minutes of the December 17, 1986 meeting of the Library Board be approved. Keane seconded. Motion carried.

3. APPROVAL OF BILLS.

a. Law Library: Beer explained that the invoice for Computer Research Service included part of 1986.

b. Reference Library: Jose noted that January is the month for many renewals for subscriptions and subscription fees. Also, a \$6,000 purchase order was set aside for the jail.

Resolution 87-2: Gaylor moved that the bills of the Law and Reference Library Divisions be paid. Hassberger seconded. Motion carried.

4. ANNOUNCEMENTS, CALL TO THE AUDIENCE & CORRESPONDENCE.

There were no announcements.

No one from the audience wished to be heard.

4. Announcements, Call to the Audience & Correspondence, con't.

-item a. 12/22/86. A letter to Dr. Robert Locey from C. Hugh Dohany regarding the consolidation of the Medical/Health collections. There has been no response to date.

-item b. 1/15/87. A letter from the Ludington News Company, Inc. to its customers stating they would be discontinuing service to their educational and library accounts. There was a brief discussion about other possible sources for this service.

5. REPORTS TO THE BOARD.

A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report noted and filed.

Beer indicated that this was his first annual report to the Board. He set forth what he felt were the highlights of the year, and what he hoped the Board would be able to accomplish in 1987.

B. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

Jose called attention to the paragraph in her report entitled JAIL LIBRARY SPACE. She was concerned about the amount of input she and Willing would have in the actual final design. Jose recommended that the Board direct the Chairperson to send a letter to the Sheriff indicating these concerns and requesting that she and Willing be allowed to formally discuss the plans prior to any final approval. She further recommended that we request assistance from WOLF Consultive Services in viewing and commenting on the final plans.

Resolution 87-3: Andrews moved that the Chairperson send a letter to the Sheriff requesting that Jose and Willing be allowed to discuss the plans prior to any final approval. Hassberger seconded. Motion carried.

LSCA Literacy Grant: Jose explained that after further study, she and Weiss decided to apply for the LSCA Title VI Grant.

C. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Meeting minutes and circulation reports noted and filed.

Whitaker noted that there was an outstanding exhibit of models of Leonardo Da Vinci's inventions currently on display at the Southfield Public Library.

Whitaker stated that Rochester Hills and Wixom public libraries have been growing. Rochester Hills Library will probably reach the half-million circulation mark in 1987 and it is trying, by use of a "needs assessment", to project where it will be in the next several years. The Wixom Public Library, while not having a record circulation problem, has a severe space limitation. They are in the process of examining various sites on which to build a new, larger library facility.

5-C. WOLF - Whitaker, con't.

Concerning the GEAC financial problem, Whitaker referred to his written report and stated that there was nothing additional to report.

In answer to a question by Dr. Keane, Whitaker explained that there has been some discussion among the WOLF members as to whether there should be some separation of items in the circulation report. The general rule is that all items that circulate are counted. (eg. video collection) At this time there will be no change in this procedure.

D. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

Willing circulated an inmate's Christmas card.

The Board discussed the space use within the new Jail building. Willing said that in the anticipated building the inmates would be able to come into the library on their own without having to be escorted.

E. LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss read portions of an article from the NORTHVILLE RECORD, explaining that it described part of a promotion for the Novi Tutor Training Program to be held in March.

The LSCA Title VI Grant application was discussed.

Resolution 87-4: Gaylor moved that the Board approve the LSCA VI Grant application for the amount of \$23,000: \$20,000 in salary and \$3,000 for materials. Hassberger seconded. Motion carried.

Weiss received information from Rothenberger of the Library of Michigan regarding the LSCA Title I grants. There will again be \$125,000 for Literacy projects, the top award granted will be \$20,000. There will be an additional \$10,000 to be granted in amounts of \$1,000/ea. to libraries for collections. The emphasis will be on coordination with other county agencies and libraries.

F. SUBREGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED - Hund.

Written report and statistics noted and filed.

Hund reported that in 1986, their library had circulated 5,169 more books than in the previous year, and that they had 638 new patrons. She said many of her referrals were from public libraries and she felt that, at least in part, the increase was due to the Display Units she had placed in public libraries in the county. Hund noted that Wayne County had been doing some extensive advertising and that the Oakland County Subregional had received all referrals for Oakland residents.

Hund stated that there has been an increase in blind children in Oakland County. As medical science discovers more ways to save the lives of premature babies, the children are born with more physical handicaps. The population is increasing in children as well as seniors.

5-F. Subregional Library - Hund, con't.

The Library of Michigan has created a new Subregional to be called the Capitol Area Subregional. It will open February 1. This will now be the largest subregional in Michigan. Edith Heezen will be the head librarian; Maggie Bacon, formerly at Farmington, will be the assistant.

Hund displayed a braille Christmas card.

G. LAW LIBRARY - Liner.

Written report noted and filed.

Liner had nothing additional to report.

6. OLD BUSINESS.

-item a. Beer introduced a letter from Jose to the Board members regarding the reclassification of the position of the Institutional Library Technician. Judy Eaton, County Personnel Department, has asked for a resolution from the Library Board supporting the reclassification.

Resolution 87-5: Keane moved that the Library Board concur with the findings of the Personnel Department study of Shirley Willing's position and supports the creation of another level of Library Technician to incorporate the additional duties and responsibilities. Further, that the Personnel Department proceed with this request as part of the 1987 first quarterly report to the Personnel Committee of the Board of Commissioners. Russell seconded. Motion carried.

-item b. Mediation question: Beer indicated that he had been working with Joe Mullen, Legislative Representative of the Board of Commissioners. They are planning to meet with Representative Krause in Lansing in the near future to discuss the amendment to the codified Court Rule.

7. NEW BUSINESS.

Dohany introduced Don Malinowski of the Facilities Engineering Division. Malinowski observed that the report from Cohen Associates paralleled the study authorized by the Board of Commissioners and done by his department. He said that although they had approached the space problem from two different angles, both studies had similar results. He felt there might be some room for adjustment in one or two areas.

Hassberger suggested there be a firm commitment from those who are intending to lease space in the new building. Andrews agreed that we ought to have letters of intent.

Malinowski indicated the next step will be to go to the Planning and Building Committee of the Bd. of Comm. for their endorsement. He stated that the library building is listed as an item in the Capital Outlay of the County Budget, but at this time the funding for the jail was the main issue for the Commissioners.

Beer reminded the Board that the Law Library was approaching maximum capacity and that in three years, all available space would be used.

8. COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

9. CONFIRM FEBRUARY MEETING DATE.

The next meeting of the Oakland County Library Board will take place on February 25th at 3:00 p.m. in Committee Room A.

10. ADJOURNMENT.

The meeting adjourned at 4:17 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Commissioners' Auditorium
Committee Room A

February 25, 1987

Meeting called to order at 3:06 p.m.

1. ROLL CALL.

Board Members present: C. Hugh Dohany, Robert Gaylor, William Hassberger, Dr. William Keane, Lillian Russell, Joann Wilcox.

Board Member excused: The Honorable Steven Andrews.

Quorum present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Library Director; Marty Johnson, Admin. Secretary; Charlotte Liner, Librarian, Law Library; Doug Whitaker, Wayne-Oakland Library Federation; Shirley Willing, Institutional Library Technician; Mr. Russell, guest.

Excused: Cathy Weiss, Literacy Project.

2. APPROVAL OF MINUTES.

Resolution 87-6: Hassberger moved that the minutes of the January 28, 1987 meeting of the Library Board be approved. Russell seconded. Motion carried.

3. APPROVAL OF BILLS.

Resolution 87-7: Hassberger moved that the bills of the Law and Reference Library Divisions be paid. Wilcox seconded. Motion carried.

4. ANNOUNCEMENTS, CALL TO THE AUDIENCE & CORRESPONDENCE.

There were no announcements.

No one from the audience wished to be heard.

-item a. Letter to R. L. Beer from the Law Library Consortium, 2-6-87.

-item b. A letter to Sheriff Nichols from C. Hugh Dohany.

-item c. A letter from the National Endowment for the Humanities stating that the Law Library Division received grant, 1-23-87.

-item d. A letter from Rochester Hills Library supporting Grant for Literacy Project, 2-11-87.

Jose commented that this letter arrived too late to be included with Grant application. However, Jose forwarded the letter to Washington requesting that it be attached to the application.

5. REPORTS TO THE BOARD.

A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report, ALA Newsletter noted and filed.

Referring to Paragraph 9 of his report, Beer explained that a resolution was drafted by Joe Mullen, Legislative Agent to the Board of Commissioners, regarding the Amendment to the Codified Court Rule. This resolution was presented to the Board of Commissioners on February 19 where it was adopted 26-0. Mr. Mullen then took the resolution to Senator Nichols in Lansing for his review. Senator Nichols will discuss this with Mr. Mullen within the next few days.

Dohany complimented the General Government Committee for their prompt efforts. The Board commended Mr. Skarrit and Court Administrator Joan Young.

B. COUNTY LIBRARIAN'S REPORT - Jose.

Written report and Annual Report noted and filed.

Jose added to her report that on February 24th, the CORD had organized a very informative tour of the Cranbrook Library for the Library Directors.

She and Weiss have gotten the receipt card indicating that their application for the LSCA Title IV had been received in Washington.

In addition to her written reports, Jose distributed an informative memo to the Board members concerning a federally funded program which places persons 55 years of age or older into non-profit enterprises to gain work experience. Jose stated that she had contacted OLSHA for more information: workers are paid \$3.50/hr.* and work 20 hrs./wk.. The unit using the person would provide supervision and training.

Discussion followed.

*paid by the government.

Resolution 87-8: Keane moved that the Board authorize our participation in this program upon satisfactory review of the written agreement by the Chairperson. Wilcox seconded. Motion carried.

C. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Circulation report noted and filed.

Whitaker announced that a proposal to revise the Cooperative Plan is at present under consideration by the WOLF Board; action to be

5. C. WOLF, cont.

taken at their March 12th meeting. If the Board approves the revision, it will then pass to the members of the Library Boards who will be asked to ratify it. This revision will put into the Cooperative Plan a segment of WOLF Policy having to do with the use of libraries by non-residents. This will do two important things:

1- It will offer a special, or tiered membership to libraries who may not want all, but could use some of the basic WOLF services.

Services that would be removed from the tiered membership would be participating in automation, book selection, cataloging, processing, and customized printing.

So, WOLF is offering this segment of membership for no cost other than membership fee, as provided by the state to every community library belonging to a Cooperative. It would save these libraries what they have to pay for the Hotline.

2- If this plan is approved, the basis of membership will change to the Membership State Aid. This will become the first consideration of membership, and as soon as that aid passes from the state to the member libraries, WOLF will bill them for it. At the end of the fiscal year, if there are remaining costs, we will distribute them to the members as we do now. 50% based on their population ratio; 50% based on their circulation ratio. Should the time ever come when state aid is sufficient to pay all of WOLF costs, then there will be no additional billing.

Whitaker stated that this would not effect the present State Aid distribution. If ratified, WOLF can put this into effect by October 1- their fiscal year.

D. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report and Annual Report noted and filed.

Willing reported on a meeting with Sheriff Nichols and Undersheriff Nolan. They had planned on talking about allocation of space in the new building to be built. Instead, they talked about the potential move from where the Jail Library is now to a new area. Whitaker was kind enough to look at this room to see how best to allocate the space. Both the Sheriff and Undersheriff indicated there would be no real problem in supplying needs for this new area. It is supposed to be ready by the first week in March.

E. LITERACY PROJECT - Weiss.

Written report noted and filed.

5. F. SUBREGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED - Hund.

Hund stated that the past month was a very busy one. She also read a card from a new patron expressing appreciation for the Subregional Library.

G. LAW LIBRARY - Liner.

Liner spoke of Technician Don Bliss' work with inter-library loans. Among the many requests received, a good portion of them came from county departments. She also stated that legal searches are available to everyone.

6. OLD BUSINESS.

-item a. Dohany spoke with Dr. Locey regarding the letter he sent December 22, 1986. Dr. Locey informed Mr. Dohany that he had sent a copy of the letter to his various divisions. The consensus of the opinion is that they would like their material to be located in the new facility. The Health Division would like to have a place in the new facility. Gaylor said one of the questions asked at Oakland University Library was about the health statistics of Oakland County. The Health Department has no vehicle presently to disseminate this information. This kind of information is really needed in the new facility.

-item b. The Bicentennial Book Shelf was granted. Upon reading the Federal Guidelines for the Grant, we realized that the Library Board could not be a contributor to the Grant. We asked the Foundation if it would contribute the money, and it approved a \$500.00 donation.

7. NEW BUSINESS.

No new business.

8. COMMENTS FROM THE AUDIENCE

There were no comments from the audience.

9. CONFIRM MARCH MEETING DATE.

The next meeting of the Oakland County Library Board will take place on Wednesday, March 25th at 3:00 p.m. in Committee Room A.

10. ADJOURNMENT.

The meeting adjourned at 4:05 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Commissioners' Auditorium
Conference Room

March 25, 1987

Meeting called to order at 3:05 p.m.

1. ROLL CALL.

Board Members present: The Honorable Steven Andrews, C. Hugh Dohany, Robert Gaylor, William Hassberger, Lillian Russell, Joann Wilcox.

Board Member excused: Dr. William Keane.

Quorum present.

Also in attendance: R. L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Library Director; Marty Johnson, Admin. Secretary; Charlotte Liner, Librarian, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne-Oakland Library Federation; Shirley Willing, Institutional Library Technician; Mr. Russell, guest.

2. APPROVAL OF MINUTES.

Resolution 87-9: Wilcox moved that the minutes of the February 25, 1987 meeting of the Library Board be approved as presented. Gaylor seconded. Motion carried.

3. APPROVAL OF BILLS.

Resolution 87-10: Hassberger moved that the bills of the Law and Reference Library Divisions be paid. Wilcox seconded. Motion carried.

4. ANNOUNCEMENTS, CALL TO THE AUDIENCE & CORRESPONDENCE.

There were no announcements.

No one from the audience wished to be heard.

-item a. Letter to R. L. Beer from R. H. Naftaly, Dept. Mgmt. & Budget, Lansing. 2/19/87.

Whitaker noted that Leo Dinnan had received a similar letter to which he had responded. To date, Mr. Dinnan had not received a reply.

5. REPORTS TO THE BOARD.

A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report, ALA Newsletter noted and filed.

Beer explained that the accounting procedures for the Satellite Libraries are being studied by WOLF's CPA, Jan VanderHall.

Beer noted that the Law Library will be one of 848 libraries receiving the Bicentennial Book Shelf. Once the money and commitment are received from the Law Library Foundation, the books should arrive around the first of June.

B. COUNTY LIBRARIAN'S REPORT - Jose.

Written reports noted and filed.

The Senior Aide Program has been delayed, but the Reference Library should be receiving someone for training within a week.

Jose and Weiss are preparing a resolution to declare a Literacy Awareness Month. They feel May would be a good month for this as it would coincide with the Literacy volunteer recognition event.

Jose has been accepted as a participant in the Leadership Academy of the Michigan Library Association to be held May 4th through May 8th.

C. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Minutes of the quarterly membership meeting noted and filed.

At their March meeting, the WOLF Board approved the changes to be made in the by-laws of WOLF. Most notable is the plan to establish the membership component of State Aid as the basic payment for membership. The next step is to have the plan approved (by ballot) by the local libraries, and finally, to be approved by the Board of the Library of Michigan.

Should final approval be forthcoming, these changes will become effective October 1, 1987.

Senate Bill #132 has been introduced by Doug Cruse. This would effect PA 164, 1877, which says, in part, "a library established under this Act shall not charge a fee for the loan of any library materials". This deals with rental collections, video cassettes, art prints, etc.

A lengthy discussion followed...no action taken.

D. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

The Friends of the West Bloomfield Twp. Library have donated 200 boxes of books to the institutional libraries. Many of these books will go to Children's Village.

Willing attended the March 19th MLA Workshop which was held at the Troy Public Library. John Ryan of her staff will be attending on the 26th. She felt this was a very worthwhile program.

For the present, Willing noted that their move to new quarters was put on "hold". She commented, however, that everyone concerned was quite pleased with Whitaker's floor plan.

E. LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss reported that the K-Mart International Literacy Rally was a remarkable event. One of their students, Lester Hutchins, Jr., was one of the speakers. This event was the "kick-off" for LEARN TO READ around the country. Weiss stated that she had received calls from various parts of the country asking for more information.

The event garnered a lot of publicity and a great deal of TV coverage. Weiss said the Literacy Project was getting a great deal of cooperation from Channel 7. Also, Weiss said, she had been interviewed by WJR, and this will air indefinitely. They also send out Public Service Announcements periodically on cable TV, and have a half-hour cable program for Greater Media Cable which will be presented on April 5. They also have a 30 second video tape developed by George Hemingway of Oakland Schools which will run on commercial as well as cable programs. D. W. Donors, a PR firm, has agreed to duplicate and distribute this free of charge.

Weiss attended the organizational meeting in South Lyon for a Task Force on Literacy. She will act as consultant for that group when needed.

With their new record keeping system and many volunteers working in the Literacy office, things are going smoothly there. They are to move soon into new offices.

F. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report, statistics and newsletter noted and filed.

F. Subregional Librarian's Report con't.

The statewide Summer Reading meeting, sponsored by MLA, was a very successful meeting of Children's Librarians. Because of the large response, two meetings were held. Hund felt that it was good to be able to talk to so many different people who had little or no knowledge of the handicapped child and what was available for him. She indicated that she had been invited to speak at the Detroit Public Library by the Coordinator of Children Services.

With her report, Hund included a copy of the ROUND REVIEW, the Newsletter from the Oakland County Library for the Blind and Physically Handicapped. She said this newsletter is distributed to all of their patrons.

G. LAW LIBRARY - Liner.

Written report noted and filed.

Discussing her written report, Liner stated that there was quite a bit of instruction to students (high school, college, paralegal and law) in the use of law materials. Instruction in the use of Westlaw is generally not undertaken by the Law Library staff. Beer noted that paralegal students received training in computerized legal research in their advanced classes. Lexis is reserved for Court and County personnel use only; for the general public, the staff operates the Westlaw. Payment for this service has only been a minor problem to date.

COMMENT ON REPORTS.

Wilcox noted that throughout the reports there were many references to donations, contributions and gifts received. She suggested that the Library Board make a note of these contributions, listing the geographic locations of donors, and pass this information to the Board of Commissioners, not only so that they may thank their constituents, but also to allow them to see the interest shown in our library services.

6. OLD BUSINESS.

Building Update: Dohany brought the Board Members up to date on the library building project. He will be attending a Planning Committee meeting on April 7.

Discussion followed, noting the various steps to be taken in the procedure.

7. NEW BUSINESS.

-a. Personnel Study Committee report: A basic organizational chart was distributed to the Board members.

7a. Personnel Study Committee report, con't.

Resolution 87-11: Andrews moved that the Library Board accept the organizational plan as presented by the Study Committee. Gaylor seconded. Motion carried.

-b. Gaylor asked the Board's consideration in jointly sponsoring the appearance of Candace Anderson for the Oakland County Public Library Trustee Association annual dinner to be held May 12 at Meadowbrook Hall. The amount requested was \$200.

Resolution 87-12: Andrews moved that the Board contribute \$200 to jointly sponsor the Library Trustee Dinner. Wilcox seconded. Motion carried.

-c. Beer requested the Board approve a letter to be sent to Senator Riegle and Representative Wolpe regarding the zero funding recommended by the Administration for LSCA.

Resolution 87-13: Wilcox moved that the Administrator send the letter to Washington. Gaylor seconded. Motion carried.

8. COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

9. CONFIRM APRIL MEETING DATE.

The next meeting of the Oakland County Library Board will take place on Wednesday, April 22nd, at 3:00 p.m. in Committee Room A.

10. ADJOURNMENT.

The meeting adjourned at 4:09 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Committee Room A
Commissioners' Auditorium

April 22, 1987

Meeting called to order at 3:04 p.m.

1. ROLL CALL.

Board Members present: The Honorable Steven Andrews, C. Hugh Dohany, Robert Gaylor, William Hassberger, Dr. William Keane, Lillian Russell.

Board Member excused: Joann Wilcox.

Quorum present.

Also in attendance: R. L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Marty Johnson, Admin. Secretary; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne-Oakland Library Federation; Shirley Willing, Institutional Library Technician; Renee Glovinsky, DAILY TRIBUNE, guest; Mr. Russell, guest.

Excused: Carole Hund, Subregional Library.

2. APPROVAL OF MINUTES.

Resolution 87-14: Russell moved that the minutes of the March 25, 1987 meeting of the Library Board be approved. Gaylor seconded. Motion carried.

3. APPROVAL OF BILLS.

Resolution 87-15: Hassberger moved that the bills of the Law and Reference Library Divisions be paid. Keane seconded.

Discussion: Jose stated that she had received a check for \$10,000 from the state for the Subregional Library. The County will initiate an account through which this money will be passed to the Farmington Community Library.

Call for the question: Motion carried.

4. ANNOUNCEMENTS, CALL TO THE AUDIENCE & CORRESPONDENCE.

There were no announcements.

Guest Renee Glovinsky of the Daily Tribune was introduced to the Board.

-item a. Memos from Marianne Gessner, Executive Director, MLA. 4-2-87 and 4-9-87; memo from Leo Dinnan, WOLF, 4-8-87 regarding SB 132.

After some discussion by the Board, it was decided to take no action at this time.

-item b. Memo from Marianne Gessner, 4-8-87, regarding action on increase in state aid.

Resolution 87-16: Gaylor moved that the Board contact the State Legislature supporting an increase in State Aid (SB-122). Russell seconded. Motion carried.

5. REPORTS TO THE BOARD.

A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report, ALA Newsletter noted and filed.

On April 20, Beer and Gregg Doty, of Facilities Engineering, visited the General Motors Legal Library in Detroit. In the near future, they plan to visit the Subregional Library in Farmington.

Beer introduced a flyer for the Subregional Library telling of a Family Story Hour in American Sign Language for the Deaf to be given on May 16th at the Farmington Library.

Beer distributed to the Board members a letter he had received from the University of Maryland, and indicated that he would leave for the Library Administrators Development Program on Sunday, May 3.

The Board asked questions about the building project and the April 7th meeting of the Building and Planning Committee of the Board of Commissioners. Discussion followed.

B. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

Jose reminded the Board that the Annual Spring Dinner of the Oakland County Public Library Trustee Association is to be held on May 12 at Meadowbrook Hall.

Jose indicated that the GEAC Project was the main factor in the increase in the Reference Library interlibrary loan statistics.

While in Washington, Jose spoke with Paul Frick, Legislative Assistant to Congressman Bob Carr about the possibility of having the Oakland County Library designated as a depository library. Mr. Frick has indicated that there is a vacancy within Rep. Carr's district, and they are willing to consider our application. Jose then requested that the Board adopt a resolution approving application for Federal Depository Status.

Resolution 87-17: Hassberger moved that the Oakland County Library Board approve application for Federal Depository Status for the Oakland County Library. Gaylor seconded. Motion

carried.

C. WAYNE- OAKLAND LIBRARY FEDERATION - Whitaker.

Circulation statistics for Feb. '87; Amendments to the WOLF Cooperative Plan noted and filed.

Resolution 87-18: Keane moved that the Board approve the Amendments as presented in the report. Gaylor seconded. Motion carried.

Whitaker had nothing further to report.

D. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

Willing reported on the dismissal of employee Darryl Davenport, and said that it had been the first time in 11 years that this type of incident had occurred.

Willing also noted the resignation of employee John Ryan who moved to California. This leaves the jail library, once again, without adequate personnel. Willing is presently in the process of interviewing applicants, with the help of the Sheriff's Department.

E. LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss noted that their Volunteer Recognition Event would coincide with National Volunteer Appreciation Month. In honor of their volunteers, Weiss wants to present each of them with a gift bookmark. Weiss is hoping to find a business to fund these gifts. She should know by April 28 if an outside funding source is available. In the event that another source can not be located, Weiss asked the Board to underwrite the cost of these bookmarks (100 @ \$2.95).

Resolution 87-19: Hassberger moved that the Board appropriate \$300 for the purchase of 100 gift bookmarks @ \$2.95 ea. if funds are unavailable from another source. Gaylor seconded. Motion carried.

F. SUBREGIONAL LIBRARIAN'S REPORT - Hund

Hund was excused for jury duty.

Written report and statistics noted and filed.

G. LAW LIBRARY - Liner.

Written report noted and filed.

The staff is in the process of measuring the shelf space in the Law Library.

6. OLD BUSINESS.

Oakland County Public Library Trustees Association dues notice.

Resolution 87-20: Gaylor moved that OCPLTA dues for Jose, Beer, and the Board Members, in the amount of \$27, be paid by the Library Board. Hassberger seconded. Motion carried.

7. NEW BUSINESS.

Discussion of the Annual Dinner of the Oakland County Public Library Trustee Association .

Resolution 87-21: Keane moved that the Library Board pay the cost of the Annual OCPLTA dinner on May 12 for any Board member who wished to attend. Andrews seconded. Motion carried.

8. COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

9. CONFIRM MAY MEETING DATE.

The next meeting of the Oakland County Library Board will take place on Wednesday, May 27th, 3:00 p.m., Committee Room A, Commissioners' Auditorium.

10. ADJOURNMENT.

The meeting adjourned at 4:04 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

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MINUTES

OAKLAND COUNTY LIBRARY BOARD

Commissioners' Conference Room

May 27, 1987

Meeting called to order at 3:07 p.m.

1. ROLL CALL.

Board Members present: The Honorable Steven Andrews, C. Hugh Dohany, William Hassberger, Dr. William Keane, Lillian Russell, Joann Wilcox.

Board Member excused: Robert Gaylor.

Quorum present.

Also in attendance: R. L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Marty Johnson, Admin. Secretary; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne-Oakland Library Federation; Mr. Russell, guest.

Excused: Carole Hund, Subregional Library; Shirley Willing, Institutional Library Technician.

2. APPROVAL OF MINUTES.

Resolution 87-22: Hassberger moved that the minutes of the April 22, 1987 meeting of the Library Board be approved. Russell seconded. Motion carried.

3. APPROVAL OF BILLS.

- A) Law Library
- B) Reference Library

Resolution 87-23: Hassberger moved that the bills of the Law and Reference Library Divisions be paid. Keane seconded. Motion carried.

4. ANNOUNCEMENTS, CALL TO THE AUDIENCE & CORRESPONDENCE.

There were no announcements.

No one in the audience wished to be heard.

-item a. Letter from National Endowment for the Humanities to R. L. Beer indicating that the Law Library Division had received a \$500 grant to establish a Bicentennial Bookshelf. (5-15-87)

-item b. Letter from Rudy J. Nichols to R. L. Beer indicating that Senate Bill 122 was passed by the Senate on April 30. (5-19-87)

Jose noted that SB-122 is the Government Funding Bill which includes funding for the Library of Michigan, and State Aid for public libraries.

5. REPORTS TO THE BOARD.

A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report, ALA Newsletter noted and filed.

Beer met with Gregg Doty of Facilities Engineering and was assured that the report on the building program would be available for review by the first of June. .

The building site report was sent to Dohany on May 11. Included in the report was a map which shows the probable location of the library facility. The new building is to be located on the campus across the boulevard, on the corner across from the jail. The building site report will be presented to the Planning and Building Committee of the Board of Commissioners on June 2. Beer stated that Don Malinowski (Facilities Engineering) would be asking the Committee for permission to form a review committee for an architect.

The map was circulated for the Board to view, and the plans and the map were discussed by the Board.

B. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

In addition to her written report, Jose added that she has been working with the Subregional librarian, Carole Hund, on an application for a competitive grant in the amount of \$10,000. They will be applying for staff funding at approximately \$8,000 for a 24 hour/wk per year for a person to handle the institutions. Jose stated that the Regional Library in Lansing has delegated the responsibility for institutions to the local Subregionals, and there are over 180 such institutions in Oakland County, including such places as nursing homes, senior citizens facilities, etc. This additional staffing would be used to put existing files in order, and to make calls to connect with additional institutions. In addition to the funds for staff, they wish to institute a "new reader packet" that would cost approximately \$1,700 to produce.

C. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Statistics, Memo on WOLF Plan amendments noted and filed.

Whitaker circulated a booklet of maps which had been put together to accommodate the many committee meetings held at so many different libraries. The booklet has geographically located each of the 60

libraries in the Wayne-Oakland Library Federation.

Circulation continues to go up; May's statistics show a 40% increase over the same month last year. Whitaker attributes this increase to the convenience of the automated system. WOLF continues to apply more and more automated procedures, equipment and mini-computer services in their operation. Libraries on the system are having the largest increases, but there is a general increase everywhere simply because people are reading more, Whitaker felt.

Whitaker noted that the statistics have increased also in the area of children's books. With a change in the circulation system, wherein the parent had to write not only their name and address, but also the author, title and book number, parents were checking out a dozen books where they used to only check out four or five.

D. INSTITUTIONAL LIBRARIAN'S REPORT - Willing.

Willing was excused.

Written report noted and filed.

In her written report, Willing requested that the Board investigate a policy regarding the Library personnel's contact with AIDS victims and carriers. She noted that the Sheriff's Dept. follows guidelines set up by the Health Dept. regarding the handling of these cases and felt that a policy regarding library service should be addressed.

Jose observed that she would be making inquiries of other libraries to see how they are handling this question, and if there is any other established policy.

No action was taken at this time.

The part-time position has been filled by Brian Ellsworth, who began working at the Jail library on May 11th.

E. LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss said that Renee Davis, volunteer tutor for the Literacy Project, has been considering tutoring at the Jail-Trustee Camp.

The Literacy Project received notification they have been accepted by the Senior Community Service Employees Program. This grant will fund two low-income seniors to be hired as clerical assistants, volunteer coordinators or data clerks. The positions will be for one year with the opportunity for grant renewal at the end of this time. The program is designed to train these people to be competitive in the business market. The positions will be posted July 1.

The Oakland Press reported on the 4-day tutor training session held at K-Mart Headquarters for their employees. Detroit Edison has also

expressed interest in training for their employees. Weiss believes the interest in these sessions is a result of the State Board of Education's concern in involving industry in literacy projects. Edison's interest in the project came about through the K-Mart Literacy Rally. Weiss hopes to continue to build a reputation that can nurture involvement.

There was a brief discussion of the proposed logo for the Literacy Project. Suggestions were made including the hiring of a commercial artist; hiring a PR company; volunteer designers; holding a contest. A possible name change was also discussed.

F. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Hund was excused.

Written report noted and filed.

Jose reported on the Annual Meeting of Subregional Librarians.

G. LAW LIBRARY - Liner.

Written report noted and filed.

Statistics were corrected.

Liner reported that one of the summer student positions had been filled and that Jody Graves began working on May 26th. They have been interviewing for the second position, and that should be filled as soon as school is out in June.

The Law Library is still waiting for the arrival of the new copier with the VENDACARD attachment. When this is in place, patrons will be able to purchase a magnetized card to use when copying, thus eliminating the need for so much money handling.

Beer, and co-op student Diane Attard have completed the library space evaluation. By eliminating some volumes and sets in the Treatise and Yearbook section, the additional growth of other volumes has temporarily been accommodated. The library is beyond capacity at this time.

Beer and Dohany have been working with Jan VanderHull of WOLF on the problem of Serials Control. They are to meet again on June 11th.

6. OLD BUSINESS.

Jose introduced a proposed resolution regarding the location of the Subregional Library for the Blind and Physically Handicapped. This proposal will help the Farmington Community Library to help them in their planning process, and will help the Library Board to begin to develop plans for what will be needed in the new library facility. A brief discussion of the proposed resolution followed.

Resolution 87-24: Hassberger moved that in developing plans for the new Oakland County Library building, the Library Board has included space for the Oakland County Subregional Library for the Blind and Physically Handicapped, thus indicating their intention to relocate the Subregional Library to the County Service Center. Wilcox seconded. Motion carried.

7. NEW BUSINESS.

-item a. Jose received a request from the Oakland County Budget Division requesting the Reference Library to provide library services of approximately 2 to 3 hours per day at the Children's Village School, using current County Library staff. Discussion followed regarding this project.

-item b. Beer brought it to the Board's attention that a number of major libraries in this county want to develop a better document delivery system and are looking into the possibility of Telefacsimile equipment.

8. COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

9. CONFIRM MEETING DATE.

The next meeting of the Oakland County Library Board will take place on June 24, 1987 in the Commissioners' Conference Room.

A calendar of the remaining Board meetings was requested.

10. ADJOURNMENT.

The meeting adjourned at 4:17 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary