

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Committee Room A
Commissioners' Auditorium

December 16, 1987

The meeting was called to order at 3:03 p.m.

1. ROLL CALL

Board Members Present: C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Lillian Russell, Joann Wilcox.

Board Members Excused: The Honorable Steven Andrews.

Quorum Present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne-Oakland Library Federation; Gregg Doty, Don Malinowski, Facilities Engineering; Marty Johnson, Admin. Secy.; Mr. Russell, guest.

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

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

Resolution 87-49: Keane moved that the Minutes of November 25, 1987 be approved as presented. Wilcox seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Minutes of WOLF Quarterly meeting and Small Library meeting noted and filed.

Whitaker commented that the announced closing of the Wayne County Library for the Blind and Physically Handicapped could be avoided with the passage, by the Legislature, of increased revenue for Wayne County.

Whitaker announced that the Oakland County Book Display has been

moved from the Pontiac Public Library to the Huntington Woods City Hall, effective immediately. This move was necessary because the Federal Government reappropriated the Furlong Building in Pontiac, causing a shuffling of the City's office space.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Hund excused.

Written report and attachments noted and filed.

Referring to Hund's circulation statistics, Dohany noted that Oakland County has the largest circulation to the blind and physically handicapped in the state.

C. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Willing excused.

Written report noted and filed.

Jose explained that the Jail Library had received shipment of 14 boxes of books from Merrill Distributors, and that Willing was processing them before the holidays.

D. LITERACY PROJECT - Weiss.

Written report and attachments noted and filed.

Weiss called attention to the Student Statistics included with her report, saying that these statistics have been of inestimable value. Gaylor suggested that when the January, 1988 statistics are completed, a copy should be sent to the County Commissioners.

There was discussion about the results of the student statistics.

E. LAW LIBRARY - Liner.

Written report noted and filed.

The Board questioned Liner about the visit to the Law Library of Ranette Norred of the Troy Public Library.

The use of the Telefax equipment was discussed.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report and attachments noted and filed.

Jose reported that her staff has completed the inventory of the Children's Village School Library.

A report of the Subregional audit information will be submitted at the January, '88 meeting of the Library Board, Jose said.

Dohany announced that the WOLF Board will hire a consultant to reorganize its Automation Management Council. Discussion followed.

G. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report and LADP report noted and filed.

Beer requested the Board's acceptance of a painting of the United States Capitol building donated to the new Law Library facility by Harry W. Jones, Attorney, Royal Oak, in memory of Congressman George Dondero. There followed a discussion of this and other possible donations to the new facility.

Resolution 87-50: Keane moved to accept the Jones donation, and other donations, without conditions, for whatever use is appropriate. Wilcox seconded. Motion carried.

5. APPROVAL OF BILLS.

Law Library
Reference Library

Resolution 87-51: Keane moved that the bills of the Law and Reference Library Divisions be paid. Gaylor seconded. Motion carried.

6. CORRESPONDENCE.

There was no correspondence.

7. OLD BUSINESS.

Don Malinowski, Facilities Engineering, announced that Yamasaki and Associates had also been chosen as architects for the Computer building.

After giving a report on the progress of the building program, Malinowski requested a letter of endorsement from the Board be sent to the Oakland County Board of Commissioners. Subsequently, Malinowski will report to the Planning & Building Committee recommending an award of contract (to Yamasaki & Associates).

The recommendations submitted to the Board by Hund, Jose and Beer were discussed by the Board members. Suggestions were made to Doty and Malinowski and discussion followed.

Resolution 87-52: Keane moved to send a letter (dated 12/17/87) to the Board of Commissioners endorsing the building project. Gaylor seconded. Motion carried.

Malinowski said he plans to report monthly to the Library Board as to the progress of the new library facility.

8. NEW BUSINESS.

The Chair directed the Library Board Administrator to prepare a resolution to establish a Donation Committee to determine the policy and parameters for donations to be presented to the Board at their January meeting.

9. CONFIRM JANUARY MEETING DATE.

The next meeting of the Oakland County Library Board will take place on January 27, 1988. At this meeting, a complete schedule of 1988 meeting dates will be presented to the Board for their approval.

10. ADJOURNMENT.

The meeting was adjourned at 4:18 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

January 27, 1988

The meeting was called to order at 3:06 p.m.

1. ROLL CALL.

Board Members Present: The Honorable Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Lillian Russell.

Board Members Excused: Joann Wilcox.

Quorum present.

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

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

Resolution 88-1: Gaylor moved that the Minutes of December 16, 1987, be approved as presented. Russell seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Annual WOLF report noted and filed.

At their January 1988 meeting, the WOLF Board approved the directive to continue to pursue the contract for Comprehensive Consultation with the faculty of the library school of the University of Illinois for the WOLF Cooperatives. Whitaker stated they are looking forward to working with the University of Illinois faculty in April and anticipate their report by the end of September. WOLF believes this will have very positive implications for their progress in the future.

Whitaker reported that White Lake Twp. Public Library has become the twenty-fifth member to go live on the WOLF/GEAC circulation system.

B. SUBREGIONAL LIBRARY - Hund.

Written report and attachments noted and filed.

Hund circulated the Braille Christmas Card, a written copy of which is included with her report. The card has been done the past three years by Fran Hoetger, a volunteer.

Hund said she had not had much success in having the institutionalized elderly come to their library for informational meetings, and that she will probably have to visit the institutions on an individual basis. This project is part of the LSCA Title I Special Projects Grant.

C. INSTITUTIONAL LIBRARY TECHNICIAN - Willing.

Written report and Annual report noted and filed.

Willing reported that one of the inmates had been caught with torn out pages from the library's law material, along with looseleaf material from the JURY INSTRUCTIONS. He will be charged with malicious destruction.

Willing noted that the new jail will have rooms for the learning center, counseling area and the library.

D. LITERACY PROJECT - Weiss.

Written report and attachments noted and filed.

Weiss observed that the Literacy Project had received a great deal of publicity in December/January, and had been in Bob Talbert's column.

The Literacy Project is planning to establish a special fund similar to that of the Subregional Library to handle donations. They had received \$300 in donations this month, Weiss said. With the special fund, they will have some flexibility when special events occur, such as the Recognition Event.

Weiss noted that they had received the \$17,000 Title I Grant money from the Library of Michigan.

The Advisory Council has been very helpful to the Literacy Project, Weiss said, and she is pleased with their progress.

Weiss gave a brief report of the Washington Conference she attended.

E. LAW LIBRARY - Liner.

Written report noted and filed.

A new student co-op will begin working in the Law Library on February 1. Nancy Mayer is attending the Oakland University Paralegal Program.

F. COUNTY LIBRARIAN - Jose.

Written report, attachments, resolution noted and filed.

At the ALA Conference in Texas, the Wayne State University Library Science program received re-accreditation. There are, once again, two library science schools in Michigan.

Jose distributed a proposed resolution to Board members regarding the transfer of funds from the Library Board Fund into the Oakland County Union List of Serials sub-account. This is to provide one complimentary copy of the Union List to each participating public library. This year the price per copy is \$25 because of the number of expenses involved in programming this edition.

Resolution 88-2: Keane moved that \$925 be transferred from the Library Board Fund to the O.C.U.L.S. Sub-account to provide one complimentary copy of the 7th edition of the OAKLAND COUNTY UNION LIST OF SERIALS to each of the participating public libraries. Russell seconded. Motion carried.

G. LIBRARY BOARD ADMINISTRATOR - Beer.

Written reports and Newsletter synopsis noted and filed.

Beer reported that the Architect Selection Subcommittee met on January 25th. They reviewed four architects to design the Courthouse Wing/Tower. Yamasaki and Associates is the first choice, with Blount Associates the second choice.

There was a brief discussion on the building negotiations and the Executive policy.

Additionally, Beer reported that the Subcommittee authorized Don Malinowski, Facilities Engineering, to begin negotiations.

5. BILLS.

- A. Law Library
- B. Reference Library

Resolution 88-3: Gaylor moved to pay the bills of the Law and Reference Library Division. Andrews seconded. Motion carried.

6. CORRESPONDENCE.

-Memorandum to Cooperative Directors, Public Policy Committee members and Executive Board members from Marianne Gessner, Exec. Director, Michigan Library Association. 1-25-88.

-Letter to public librarians from Elaine Cline, Ken Miller and Sue Williams, Michigan Library Association, regarding A DAY IN THE LIFE OF MICHIGAN LIBRARIES. 1-11-88.

-Letter to public librarians from James W. Fry, State Librarian, regarding the budget review for FY '87/'88. 12-28-87.

-Letter to Phyllis Jose from James W. Fry, State Librarian, commenting on the support of the Legislative Council. 12-28-87.

7. OLD BUSINESS.

Russell questioned the existence of a woman on the team of architects chosen to build the library facility. She was assured that Yamasaki and Associates did assign a woman to the team.

8. NEW BUSINESS.

There was no new business.

9. CONFIRM MONTHLY DATES FOR 1988; CONFIRM FEBRUARY MEETING DATE.

The proposed schedule of meeting dates was confirmed with the exception of December, which was moved to December 21.

The next meeting of the Oakland County Library Board will take place on February 24, 1988.

10. ADJOURNMENT.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

February 24, 1988

The meeting was called to order at 3:07 p.m.

1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, 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 Librarian; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne-Oakland Library Federation; Shirley Willing, Institutional Library Technician; Marty Johnson, Administrator's Secretary; Mr. Russell, guest.

Excused: Charlotte Liner, Law Library.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

Resolution 88-4: Keane moved that the Minutes of January 27, 1988, be approved as presented. Gaylor seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Automation and Circulation reports noted and filed.

Whitaker received a copy of the contract negotiated between West Bloomfield Library Board and the City of Sylvan Lake. This contract will become effective March 1, 1988, and will allow Sylvan Lake residents to use the West Bloomfield Public Library.

WOLF has received two small grants from LSCA Title I which will be valuable to public libraries in Oakland County. These grants will allow the Cooperative to initiate two projects, both of which will be focused on the improvement or stimulation of

interest in the mastery of science in public schools.

The first will permit the purchase of 101 books that have been judged the best science and technology books of 1987. Once purchased, the books will be put on exhibit at the libraries in Wayne and Oakland County that serve fewer than 25,000 people; the exhibit to be moved on a weekly basis. Through membership in WOLF, small libraries with limited resources have access to a pool of three million books; this is an example of the kind of expensive, technical, specialized books that membership in the Cooperative makes available. At the end of the display period, WOLF will donate the books to the host libraries.

With the second grant, WOLF will try to determine, by involving school librarians and professors of education, what kind of public library books would be most appropriate and helpful in supplementing science education in elementary schools.

B. SUBREGIONAL LIBRARY - Hund.

Written report noted and filed.

Hund distributed copies of the Newsletter, ROUND REVIEW, to members of the Board. She said they were having a lot of response, and that people seemed very interested in the contents of the Newsletter.

A copy of an article printed in the FARMINGTON OBSERVER, 1/21/88, was included in Hund's report. This is an article regarding the "Family Story Hour in American Sign Language", coordinated by Hund and presented by the Subregional on January 23.

Hund held her first Bibliotherapy training session with a small group of nine people. Her participants ranged in age from 40 to 90. With the exception of two who remained mute throughout, Hund said the people were very eager to participate. They talked about each other and the "olden days". Hund read poetry to which all seemed to respond in individual ways. She felt very positive about the program.

C. INSTITUTIONAL LIBRARY TECH - Willing.

Written report noted and filed.

Willing reported that her library was very busy. They have been invited to see the new jail addition and to look at the space they will have for the library in the new addition. The library will have two rooms 16' x 20', one on each floor, plus 40' of lineal space in the multipurpose room.

D. LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss noted that the Board members will soon be receiving the latest newsletter which will contain four pages of "student reader" and six pages of information for tutoring. She commended the typist who volunteers about 60 hours preparing each newsletter.

Referring to her report, Weiss commented that Karen O'Conner, of the Waterford/Clarkston AAUW, has worked with the Literacy Project since 1984, and has developed a very successful affiliated council. They are using posters, mailing flyers and are even going door to door, talking to people about the Literacy Project. Weiss felt that the direct contact is paying off, and that this area shows an increase in students.

The Board discussed the Literacy Budget and Gaylor noted that Weiss will be employed "full time" starting March 1.

Weiss told the Board of the tremendous support of the Detroit Edison Company. They print the Literacy Newsletter and are receptive to funding many projects for literacy.

E. LAW LIBRARY - Liner.

Liner was excused.

Written report noted and filed.

The problem of keeping statistics was discussed. Because of the great activity at the circulation desk, it seems impossible to make sure all patrons "sign in". The Law Library will be examining other ways of keeping patron statistics.

The Inmate grievance letter was discussed.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written monthly and annual reports noted and filed.

Jose distributed copies of the Legislative Breakfast invitation and urged the Board members to attend this function. A correction will be made on the flyers, and they will be mailed within the week.

Referring to the written report, Jose said they continue to receive requests for additional Quadrant Maps.

Jose noted the copy of an article from the DETROIT NEWS, included with her report.

G. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report; ALA newsletter synopsis, noted and filed.

In addition to his written report, Beer stated that he had spoken

with Don Malinowski, Facilities Engineering, who will be working with Yamasaki and Associates, negotiating the contracts for the three proposed County buildings. Malinowski hopes to take the contracts before the Planning and Building Committee on March 15.

Beer announced that John Rogers had been elected President of the Oakland Law Library Foundation. Other newly elected officers are: Steven Kaplan, Vice President; Francis Bentley, Secretary and Lynn Rose, Treasurer. Beer and Rogers met on February 8th to set up Goals and Objectives for 1988. A Board meeting will be held March 7.

5. APPROVAL OF THE BILLS.

- A. Law Library
- B. Reference Library

Resolution 88-5: Wilcox moved that the bills of the Law and Reference libraries be paid. Russell seconded. Motion carried.

6. CORRESPONDENCE.

-Letter from Judith C. Dabanian, Allen Park Library, to express appreciation for the quadrant maps of Oakland County. 1-28-88.

7. OLD BUSINESS.

Gaylor asked Beer to update the status of the Marx Foundation grant. Beer said John Kaichen had responded favorably to the idea of furnishing the art work for the new library building, however, there was nothing further to report at this time.

The financing of the building program was discussed.

8. NEW BUSINESS.

There was no new business.

9. CONFIRM MARCH MEETING DATE.

The next meeting of the Oakland County Library Board will take place on March 23, 1988.

10. ADJOURNMENT.

The meeting adjourned at 4:06 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES
OAKLAND COUNTY LIBRARY BOARD

March 23, 1988

The meeting was called to order at 3:04 p.m.

1. ROLL CALL.

Board Members Present: Hon. Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Lillian Russell, Joann Wilcox.

All Board Members present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Librarian; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne-Oakland Library Federation; Shirley Willing, Institutional Library Technician; Marty Johnson, Administrator's Secretary; Butch Finnegan, Pontiac Public Library and Mr. Russell, guests.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

Resolution 88-6: Wilcox moved that the Minutes of February 24, 1988, be approved as presented. Gaylor seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE OAKLAND LIBRARY FEDERATION - Whitaker.

Reports and statistics noted and filed.

At the last WOLF Board Meeting, the Board approved the consultant contract with the University of Illinois Graduate Library School Faculty. Mr. Dinnan will be in Champaign, Ill. on March 25th, to finalize the contract for signing.

The University people seem to be as happy to provide the service as are the WOLF people to be able to receive it. The University expects to present its report to the WOLF Board at its September meeting.

This year, for the first time, the member libraries sent WOLF one copy of their annual State Aid report. Total expenditures of all the WOLF members for their last reporting year was \$19½ million

(close to \$10/per capita, with a range from about \$2 to just short of \$30). The preliminary information shows that the average proportion of expenditures spent for the purpose of automation is actually 1.7%. The total amount is \$254,000, just a little bit more than those same state libraries spent for office supplies. It puts the cost of automation in perspective in terms of its huge importance to all of the member libraries. Some of the larger libraries are spending half as much for automation as they are spending for office supplies, and a little more than half as much for travel and transportation. It may be that we are unintentionally retarding the progress of the project by not spending enough on it. This is a first real look WOLF has had at operational information and expenditures. Whitaker was sure they will find many ways to make the study useful to the member libraries who continually ask to compare their operations with the operations of other libraries in their size class.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written reports and comparison study noted and filed.

Hund reported that she had given several presentations throughout the month of March. The Subregional Library has been receiving a lot of unsolicited calls from people needing its services. The size of the Subregional has been growing steadily.

C. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

Willing described the "POD" design of the new jail and indicated the only feasible way to get books to inmates is by book cart, especially since they will have 11 pods to cover.

Macomb County also has the "Pod System", and delivers books by cart.

Willing stated that the library facilities in the new jail consist of one 16' x 18' room on each of two floors. She feels it will be extremely difficult to get the two collections into these rooms, and is hoping they will be able to relocate the law library; otherwise, she will need more space.

Beer reminded the Board that the Consent Judgment indicates that there should be a law library on each floor.

The problem of the library space in the new jail facility was discussed at length, and Andrews suggested the Chairman write to the Sheriff describing the problem and ask him for input towards a solution.

D. LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss was pleased to report that students are increasingly being referred from a variety of sources. The Literacy Project seems to have achieved its goal of saturating the county with information.

A direct result of a conversation at the Advisory Counsel meeting was the donation by the K-Mart Corporation of 50 tickets to a Pistons' game. Weiss said they wanted to include activities in their program to get the students interested in coming out and meeting together and talking to one another. The result of that was that K-Mart produced 50 tickets which have been given to tutors and students.

The semi-annual reports that were mailed out are now being returned, and by next month the results will have been tabulated.

The Literacy Project Recognition Day will be in May and will include students as well as tutors. An attendance of 120 people is anticipated.

Weiss mentioned an article which appeared in Glamour Magazine and which she had distributed to tutors. She felt that it showed how tutors benefit as well as students.

E. Law Library - Liner

Written report noted and filed.

As indicated in her report, Liner has been working on Union Lists this month. The one for the Ohio Regional Association of Law Libraries is now complete and she is beginning work on the one for the OCULS. The reason for so many changes this year is because of library overcrowding. The Law Library has tried to condense and just keep current in an effort to make room.

Liner said that working with the LUIS System has been very interesting and that, once "on-line", library personnel can see the collection at Wayne State and Oakland University. It has also helped in cataloging, she said.

The library has made an addition of sixty-two new Bar Journals on microfiche. It will also be putting other things on microfiche because there is no longer any room on the shelves. She stated that the library can not "just stop buying books" or it might as well "go out of business".

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

Jose also reported considerable overcrowding, and stated that the Reference Library is now being forced to put magazines in boxes on the floor.

The Board discussed the space problem at length.

G. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report and ALA Washington Newsletter noted and filed.

Beer indicated that the Computer Center building was given approval at the March 15th meeting of the Building and Planning Committee. Because of the present and future needs of the Courts, the Committee proposed that a Master Plan be drawn by Yamasaki and Associates. It is anticipated that this will take from six to eight months to complete. Because the law library division of the library needs to be located near the new Court Tower, the library itself should be included in the Master Plan study. Therefore, the library building project has been put "on hold" until such time as that Master Plan is completed, although once it is determined where the location might be, it would be feasible to begin the design process of the library. It is a possibility that the two buildings could be merged.

Resolution 88-7: Andrews moved that the Chair send a letter to an appropriate party describing the dire circumstances in which the libraries find themselves and urging that the drawing of a Master Plan be carried out as expeditiously as possible. Keane seconded. Motion carried.

5. APPROVAL OF BILLS

- A. Law Library
- B. Reference Library.

Resolution 88-8: Andrews moved that the bills be paid. Keane seconded. Motion carried.

6. CORRESPONDENCE.

-Copy of letter from Donald C. Leaf, Director, Administrative Services, Library of Michigan, to Gretchen S. Kulberg, Director, West Bloomfield Twp. Library, regarding the contractual agreement between the West Bloomfield Twp. Library and the city of Sylvan Lake. 2-25-88

-Letter to Phyllis Jose, County Librarian, from James W. Fry, State Librarian regarding the seventh edition of the Oakland County Union List of Serials. 3-7-88

-Letter to Phyllis Jose, County Librarian, from James W. Fry, State Librarian regarding the Oakland County Public Library Trustees Ass'n. Annual Legislative Breakfast. 3-14-88

-Letter to Sheriff Nichols from C. Hugh Dohany regarding the request to upgrade the position in the Jail Library Program. 3-14-88

-Letter to R. L. Beer, Library Board Administrator, from William S. Broomfield, 18th Congressional District, regarding Freedom of Information Day. 3-14-88

7. OLD BUSINESS.

PLTA Dues memo. Traditionally the Board Members have paid their own dues to this organization. Dues have gone from \$2 to \$5/year. The funds are not in the Library Board's budget to pay the dues. However, from the accounting point of view, it is easier to cut one check for all of these dues.

Resolution 88-9: Gaylor moved that the Library Board pay the membership dues to the Public Library Trustees Ass'n. Andrews seconded. Motion carried.

8. NEW BUSINESS.

Gaylor informed the Board that he has been made Chairman of the Law Library Foundation Annual Event which will be held on October 5. The Oakland County Law Library Foundation is going to invite the Board members to be its guests.

9. CONFIRM APRIL MEETING DATE.

The next meeting of the Oakland County Library Board will be April 27th.

10. ADJOURNMENT.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES
OAKLAND COUNTY LIBRARY BOARD

April 27, 1988

The meeting was called to order at 3:03 p.m.

1. ROLL CALL.

Board Members Present: Hon. Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Lillian Russell.

Board Members excused: Joann Wilcox.

Quorum Present.

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

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

Resolution 88-10: Keane moved that the Minutes of March 23, 1988 be approved as presented. Russell seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

February circulation report, ILL report and statistical/planning information packet noted and filed.

The week of May 23rd, WOLF is anticipating the visit by six faculty members from the library school of the University of Illinois. These visitors will be meeting during that day with librarians, and in the evening with library trustees.

This week, a letter will be sent to members of every Library Board in the two counties inviting them to a meeting at the WOLF Service Center. This meeting, on May 23rd, will be with the Para Consultant team who will outline their plans, consider suggestions, and answer questions.

The formal report from the Para Consultant team will be made to the WOLF Board on September 15. Following that, WOLF will distribute copies of the contents to each library board and each librarian in the WOLF membership.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report, statistics and patron letter noted and filed.

Hund discussed the letter she mailed to her patrons which asked them to write or call their Representatives and Senators and urge their support for an increase in State funding of Subregional Libraries throughout the State of Michigan.

Hund spoke to a hearing, chaired by Senator Sederburg, of the Senate Subcommittee on Appropriation. Hund felt very strongly that the Committee would recommend the increase in funding from the State.

Hund will be speaking in Battle Creek on the 29th to an MLA Special Children's Services workshop about working with handicapped children.

Resolution 88-11: Gaylor moved that the Chair write a letter to Sen. Sederburg on behalf of the Library Board in support of increased State aid for the Michigan Subregionals. Russell seconded. Motion carried.

C. INSTITUTIONAL LIBRARY TECHNICIAN - Willing.

Written report noted and filed.

Willing received an unconfirmed report that the jail library would be getting more space than had been originally allocated.

The Board discussed this briefly.

D. LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss reported an increase to 346 of the number of students being tutored. She credited this with publicity generated by the Publicity Committee of the Advisory Council, and also the Waterford volunteers. The number of tutors working in Waterford has doubled in the last year.

Information in the Bulletin of the Michigan Literacy, Inc., the State Organization of Literacy Councils, indicated that if the proposal for library funding remains as it is, the funding for literacy activities under Titles I and VI will be cut in half. Since our council has received both Title I and VI funds, Weiss has written a letter to our Senators and Representatives urging them to consider carefully their ultimate decision. "This is a

The formal report from the Para Consultant team will be made to the WOLF Board on September 15. Following that, WOLF will distribute copies of the contents to each library board and each librarian in the WOLF membership.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report, statistics and patron letter noted and filed.

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Hund spoke to a hearing, chaired by Senator Sederberg, of the Senate Subcommittee on Appropriation. Hund felt very strongly that the Committee would recommend the increase in funding from the State.

Hund will be speaking in Battle Creek on the 29th to an MLA Special Children's Services workshop about working with handicapped children.

Resolution 88-11: Gaylor moved that the Chair write a letter to Sen. Sederberg on behalf of the Library Board in support of increased State aid for the Michigan Subregionals. Russell seconded. Motion carried.

C. INSTITUTIONAL LIBRARY TECHNICIAN - Willing.

Written report noted and filed.

Willing received an unconfirmed report that the jail library would be getting more space than had been originally allocated.

The Board discussed this briefly.

D. LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss reported an increase to 346 of the number of students being tutored. She credited this with publicity generated by the Publicity Committee of the Advisory Council, and also the Waterford volunteers. The number of tutors working in Waterford has doubled in the last year.

Information in the Bulletin of the Michigan Literacy, Inc., the State Organization of Literacy Councils, indicated that if the proposal for library funding remains as it is, the funding for literacy activities under Titles I and VI will be cut in half. Since our council has received both Title I and VI funds, Weiss has written a letter to our Senators

critical issue, not just with Oakland County but with all the literacy projects in the state", Weiss said.

The Oakland County Literacy Project Recognition Event will be held on May 17 at 7:30 p.m. at the Baldwin Public Library. Invitations will be sent to the Board members.

E. LAW LIBRARY - Limer.

Written report noted and filed.

Limer corrected her written report: It should read "120 County employees who subscribe to the publications within the satellites".

The Telefax service was discussed at length by the Board. Limer calculated staff time spent in March in preparing and sending materials, and the total was over 11 man hours, which she felt was a lot considering the number of hours the library is open and the small staff.

The Law Library believes this is an exceptionally fine service that patrons really appreciate. There has been a lot of repeat business and new patrons are increasing. Also, several County Departments are beginning to use this service.

Dohany suggested the Law Library do a survey to see if the service is cost effective.

F. COUNTY LIBRARIAN - Jose.

Written monthly report; report on continuation of services at Children's Village School Library noted and filed.

Dohany reviewed for the Board the circumstances which led to the servicing of Children's Village School Library by the staff of the Reference Library.

After discussion and suggestions, Dohany asked for a resolution from the Board.

Resolution 88-12: Keane moved to inform the Budget Division that the Library Board will not be continuing the service to Children's Village School Library after July and recommend that a School Librarian position be added to the contract. Russell seconded. Motion carried.

After further discussion, the Board directed Dohany to prepare a letter to the County Budget Committee to be distributed for approval at the next Board meeting.

G. LIBRARY BOARD ADMINISTRATOR - Beer.

Written Report, ALA Washington Newsletter Synopsis noted and filed.

On April 29th, Beer, Dohany and Jose will attend a meeting with Yamasaki and Associates at which time Yamasaki will explain the procedures he will follow in putting the Master Plan together.

Hund said she had been invited to the meeting but would not be able to attend. She asked that her wishes be expressed to those with input into the Master Plan. Discussion followed.

An Executive Declaration observing National Library Week (week of April 18) was read to the Board.

5. APPROVAL OF THE BILLS

- A. Reference Library
- B. Law Library

Resolution 88-13: Gaylor moved that the bills be paid. Andrews seconded. Motion carried.

6. CORRESPONDENCE.

-a. Memo from L. T. Dinnan, Director, Wayne-Oakland Library Federation, giving the MLA Legislative Update. 3-31-88.

-b. Memo from C. Hugh Dohany to Sheriff John Nichols regarding the proposed library services for the new jail addition. 4-8-88.

-c. Memo from C. Hugh Dohany to Wayne Keller, Budget Division, regarding funds needed to begin library services in the new jail addition. 4-8-88.

-d. Invitation to the Berkley Public Library Open House from the Berkley Public Library Board.

7. OLD BUSINESS

Board Members will have received invitations to the PLTAOC Annual Dinner meeting. The cost is provided for in the budget. The members were asked to make their reservations with Jose as soon as possible.

8. NEW BUSINESS.

-The Oakland Law Library Foundation has voted to donate \$45,000 toward a start-up process for joining NOTIS (Northwestern Online Total Integrated System) in an effort to automate the Law Library. Discussion.

Resolution 88-14: Andrews moved to accept the donation of \$45,000 contributed by the Oakland Law Library Foundation with the understanding that it be used exclusively for the automation project, and that the funds be refunded if, for some unforeseen reason, the project does not go forward. Russell seconded. Motion carried.

-Dohany explained the necessity for a policy on supplemental employment by library staff. The County policy is for each individual department to establish its own supplemental employment guidelines. When employees have outside business that directly relates to their County duties, firm guidelines must be established.

Resolution 88-15: Andrews moved to accept the Supplemental Employment Policy as presented. Keane seconded. Motion carried.

9. CONFIRM MAY MEETING DATE.

The next meeting of the Oakland County Library Board will be held on May 25, 1988.

10. ADJOURNMENT.

The meeting adjourned at 4:12 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

May 25, 1988

The meeting was called to order at 3:00 p.m.

1. ROLL CALL.

Board Members Present: Hon. Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Lillian Russell, Joann Wilcox.

Quorum Present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Librarian; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Shirley Willing, Institutional Library Technician; Marty Johnson, Administrator's Secretary; Mr. Russell, guest.

Excused: Doug Whitaker, Wayne-Oakland Library Federation.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

Resolution 88-16: Andrews moved that the minutes of April 27, 1988 be approved as presented. Keane seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Whitaker excused.

Jose reported that Whitaker is on stand-by this week in conjunction with the University of Illinois visit to WOLF Headquarters.

Since the April meeting, Wyandotte has applied for membership in WOLF.

Springfield, Huntington Woods and Novi have gone live on the circulation system.

Mr. Jensen and Mr. & Mrs. Russell were in attendance at the May

23rd meeting with the Para Consultant team from the University of Illinois. Jose reported that between 25 and 30 Trustees attended this evening meeting at the WOLF Service Center. Jose thought it was a good meeting which allowed input from those attending. The consulting team gave information about billing systems, automation, continuing education for librarians and trustees, and consulting work WOLF should be doing.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report, statistics noted and filed.

Hund has delayed the Subregional computer request while she examines the possibility of her library going "on-line" with the READS system for computerized circulation. READS is the software package offered by the National Library Service.

There are several Subregional libraries in the state examining this system and they will discuss their findings at the National Library Conference in July.

Because it is such a unique library, it would be very complicated to put the Library for the Blind on the NOTIS system. Therefore, Hund has been told that the Subregional will not be included on this system.

C. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

Willing reported that Tom Seaman will be having another meeting to determine what space will be allotted to the jail library. Mr. Seaman is coordinating the jail addition.

Willing noted that it is difficult to request an additional position until she sees what space the library will have. Presently, the jail library is working to upgrade their existing Clerk I position.

D. LITERACY PROJECT - Weiss.

Written monthly and semi-annual reports; attachments noted and filed.

Friends of the West Bloomfield Twp. Library have donated \$500 to the Oakland County Literacy Project. Weiss will accept this donation at a luncheon on Friday, May 27.

Weiss called attention to the semi-annual report, along with material from the recruiters and students. Arthur Covell was named "student of the year", and gave an impressive speech at the second annual Recognition Event.

In reference to the Demographic Study, Weiss stated that the Hispanic statistics were low. Caroline Dudley, a native of Pontiac who has a reputation for community service, will soon be joining the Literacy Project as a volunteer. The Hispanic Study is an area Weiss expects to highlight for Dudley.

The survey (included with report) was mailed to local libraries on May 11. Weiss received approximately 75% - 80% response from their '87 survey. This year, the office will send second letters and make phone calls in order to urge the return of the '88 survey. These surveys are used as a daily reference in the Literacy Office.

Wilcox suggested that copies of the Literacy Statistics be given to the Board of Commissioners and to the press. She felt the student achievements should be publicized, and that the Board of Commissioners should know how much money was spent, the number of students and the number of volunteers involved. Weiss explained that a brochure containing this information is planned for the future. They haven't been able to do this as yet because it was "labor intensive" and their staff hours were limited.

E. LAW LIBRARY - Liner.

Written report noted and filed.

Report briefly discussed.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report, attachments noted and filed.

Jose met with three people from the Budget Division, along with the Director of Management and Budget, who indicated they would like the Reference Library to continue to maintain service at the Children's Village School. They offered a half-time (1000 hours) Children's Librarian position, and at least a half-time clerical position. Jose also requested additional clerical help for the Reference Library. Jose was told that the Budget Department would consider expanding their present part-time clerical to 30 hrs/wk. but will negotiate for 40.

It was the consensus of the Library Board to continue the Children's Village program and they directed Dohany and Jose to work with the Budget and Personnel Departments to work out the specific details.

The Genealogical collection was discussed.

G. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report noted and filed.

Beer accepted a donation of \$300 presented to the Law Library Foundation by THE PONTIAC/OAKLAND LEGAL NEWS. This donation was given in honor of Sheila Ashcraft at her retirement reception on May 24th.

Beer received a call from Wayne State University this morning which assured him that they are proceeding with the NOTIS system. Wayne will be counter-signing the contract before the end of May. John Mahoney has been working with Beer to expedite the ordering of the OCLC terminal.

The Law Library Foundation will hold a special meeting on Thursday, May 26, for the purpose of changing the present By-Laws. It is anticipated that six new Trustee positions will be added to the Foundation Board to facilitate the proposed expanded duties.

Dick DeBear reviewed the shelving needs for the Reference and Law libraries. Because of the delay in the building project, both libraries will need more shelf space for continued service. DeBear's findings will be presented to the Library Board for its approval, and then submitted to the County. Any additional shelving acquired can be used in the new facility.

On June 2, Beer will be meeting with Gregg Doty, Facility Engineering, and representatives of Yamasaki and Associates, to discuss the library facility.

5. APPROVAL OF BILLS.

- A. Law Library
- B. Reference Library

Resolution 88-17: Wilcox moved that the bills of the Law and Reference Library Divisions be paid. Keane seconded. Motion carried.

6. CORRESPONDENCE.

-a. Letter from Beverly Papai, Director, Farmington Community Library, to Carole Hund, Director, Subregional, commending Hund on the high standard of service as Subregional Librarian. 4-25-88.

-b. Letter from C. Hugh Dohany, Chairperson, Oakland County Library, to Sen. William Sederburg, Chairperson, Senate Government Appropriation Sub-committee, urging support for the funding increase requested for Subregional Libraries. 4-29-88.

- Letter from Sen. Wm. Sederburg to C. Hugh Dohany in answer to

above letter. 5-5-88.

-c. Memo to Jeff Pardee, Manager, Budget Division, from C. Hugh Dohany, regarding Library Services, Children's Village School. 4-29-88

-Memo in response to above from Jeff Pardee to Dohany.

-d. Letter to James Fry, State Librarian, from Phyllis Jose, County Librarian, offering suggestions for LIBRARY OF MICHIGAN LONG-RANGE PLAN. 5-12-88.

-e. From Addison Twp. Public Library to Library Board members giving notice of their 10th Anniversary Celebration. 5-21-88.

7. OLD BUSINESS.

There was no old business.

8. NEW BUSINESS.

There was no new business.

9. CONFIRM JUNE MEETING DATE.

The next meeting of the Oakland County Library Board will take place on June 22, 1988.

10. ADJOURNMENT.

The meeting adjourned at 3:55 pm.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

June 22, 1988

The meeting was called to order at 3:04 p.m.

1. ROLL CALL.

Board Members Present: Hon. Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Lillian Russell, Joann Wilcox.

Board Members excused: Dr. William Keane.

Quorum present.

Also in attendance: Phyllis Jose, County Librarian; Carole Hund, Subregional Librarian; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Marty Johnson, Administrator's Secretary; Mr. Russell, guest.

Excused: Richard L. Beer, Library Board Administrator; Doug Whitaker, Wayne-Oakland Library Federation; Shirley Willing, Institutional Library Technician.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

The Minutes were corrected as follows: Item 4(F), Jose met with the **Deputy** Director of Management and Budget.

Resolution 88-18: Wilcox moved that the minutes of May 25, 1988, be approved as corrected. Jensen seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Whitaker excused.

Circulation Statistics, InterLibrary Loan Statistics and Minutes of the WOLF Quarterly meeting noted and filed.

B. SUBREGIONAL LIBRARIAN - Hund.

Written report and statistics noted and filed.

Hund noted that the spring **Sign Story Hour** was a success with over 160 in attendance. She reported that next November, the Subregional has planned a more elaborate **Sign Story Hour** and will include costumes and drama as well as the stories.

Hund indicated that the State Senate Committee has passed the budget for the Subregionals of Michigan, but will hold a Joint Meeting with the House of Representatives for final approval when they convene after vacation. Representative Richard Young (Dearborn Heights) will chair the Joint Meeting. Hund has had mixed reports on the possible results of this meeting, even though the Senate has approved the funding.

C. INSTITUTIONAL LIBRARY TECH - Willing.

Willing excused.

Written report noted and filed.

Jose reported that Willing was purchasing paperback books at Keith Distributing Company.

Jose had a copy of the Program for the Learning Center's GED graduation ceremony. Willing had reported that studies showing anything post-release are few, and Jose repeated that producing statistics on the recidivism rate among those who receive their GED in Jail is almost impossible.

D. OAKLAND COUNTY LITERACY PROJECT - Weiss.

Written report noted and filed.

Weiss has had a good response to the surveys sent to the public libraries, having had 30 returned to her so far.

A general request from most of the libraries returning surveys indicates a need for a circulating collection of literacy materials.

Some of the public libraries showed a willingness to work with tutors and have been very accommodating as far as planning, training and tutoring on their premises.

The Publicity Committee of the Literacy Advisory Council is developing three 30-second Public Service Announcements for the Oakland County Literacy Project. These will air in September. The announcements will employ professional actors and be edited by WXYZ. The fourteen announcements will be shown on WXYZ.

Weiss said September has been designated Literacy Awareness

Month, and along with the PSA's, the Oakland County Literacy office will have an OPEN HOUSE on September 8, Literacy Action Day.

E. LAW LIBRARY - Liner.

Written report noted and filed.

Liner explained that the implementation of the NOTIS System requires so much time because of the ordering of equipment, the training, and getting the Law Library catalog into the system.

Dohany stated that he and Beer had been working with Computer Services to discern the hardware needed.

The form of the Law Library statistics was discussed. Many Board members feel the form is more complicated than it needs to be. Liner said she would discuss this with the Law Library staff.

Dohany requested an overview of the Telefax service to be presented at the July Board meeting. He wants to make sure the service is "cost effective".

The Board again discussed the subject of book and page theft in the Law Library. It was suggested that signs be placed in the library indicating that perpetrators will be prosecuted.

F. COUNTY LIBRARY - Jose.

Written report, statistics and attachments noted and filed.

Jose met with members of the Personnel Department to work out arrangements to ~~hire~~^{create} a half-time Librarian. This position is to include benefits. They are also working toward a full-time Typist I position.

Jose attended the organizational meeting of the Genealogy Friends of the (Pontiac) Library. The purpose of the group is to raise funds for equipment such as a microfiche reader/printer.

The Geneological collection was discussed.

G. LIBRARY BOARD ADMINISTRATOR - Beer.

Beer excused.

Written report, ALA Newsletter Synopsis noted and filed.

Gaylor explained the reorganization of the Law Library Foundation into an organization with a much broader scope. The new name of the Foundation is to be The Oakland Bar - Adams

Pratt Foundation. The proposed By-Laws of the expanded organization will include goals and objectives to fund Bar Association projects as it continues to respond to the needs of the Law Library.

In his written report, Beer asked the Board to pass a resolution naming Jose the Permanent Representative to the Michigan Library Consortium.

Resolution 88-19: Gaylor moved to appoint the County Librarian, Phyllis Jose, as Permanent Representative to the Michigan Library Consortium, with Richard Beer as Alternate. Andrews seconded. Motion carried.

5. APPROVAL OF BILLS.

- A. Law Library
- B. Reference Library

Resolution 88-20: Andrews moved that the bills of the Law and Reference Library Divisions be paid. Gaylor seconded. Motion carried.

6. CORRESPONDENCE.

-item a. Legislative Update, with cover memo from Leo T. Dinnan, 6-8-88. In a discussion of the Legislative material, Wilcox pointed out that Senate Bill #30, introduced by Senator Cruce, would allocate penal fine assessment for prison construction. She suggested that the Board write to Sen. Cruce and remind him that the Michigan Constitution states clearly that penal fine assessments are to go **exclusively** to public libraries.

Resolution 88-21: Wilcox moved to send a letter to Senator Doug Cruce objecting to SB 30 and asking him to reconsider his position on this matter. Andrews seconded.

Discussion: Motion carried.

item b. Memo regarding the Michigan Library Association Membership form. From R. L. Beer to members of the Library Board. 6-15-88.

7. OLD BUSINESS.

There was no Old Business.

8. NEW BUSINESS.

Dohany noted that, since it would be several years before the library would move into new facilities, the shelving in both Divisions would become critical. On the request of Phyllis Jose and Richard Beer, Library Design Associates appraised the

immediate shelving needs of both libraries and submitted an estimate. This estimate was given to the Budget Department in the hope it would be considered. Dohany received a letter from Jeff Pardee, Manager, Budget Department, indicating that there is no money budgeted for shelving, and our request can not be granted.

Resolution 88-22: Wilcox moved to authorize Dohany to spend up to \$15,000 from the Library Board Fund for shelving for the Law and Reference Libraries. Russell seconded. Motion carried.

9. CONFIRM JULY MEETING DATE.

The next meeting of the Oakland County Library Board will be held on July 27th.

10. ADJOURNMENT.

The meeting adjourned at 3:47 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary