

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Commissioners' Conference Room

June 24, 1987

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

1. ROLL CALL.

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

Board Members excused: Dr. William Keane, Lillian Russell.

Quroum present.

Also in attendance: R. L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Library; Marty Johnson, Admin. Secretary; Charlotte Liner, Law Library; Doug Whitaker, Wayne-Oakland Library Federation; Barbara Eichhorn, Oakland Schools, representing the Literacy Project.

Excused: Cathy Weiss, Literacy Project; Shirley Willing, Institutional Library Technician.

2. APPROVAL OF MINUTES.

Resolution 87-25: Andrews moved that the minutes of the May 27, 1987 meeting of the Library Board be approved. Wilcox seconded. Motion carried.

3. APPROVAL OF BILLS.

- A) Law Library
- B) Reference Library

Jose presented two additional bills for wages from the Subregional Library totaling \$7105.45, leaving a remaining balance of \$36,333.23 in that account.

Brief discussion of the bills.

Resolution 87-26: Hassberger moved that the bills of the Law and Reference Library Divisions be paid. Andrews 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. Memo to Beverly Papai, Director, Farmington Community Library, conveying the action taken by the Oakland County Library Board at the May 27th meeting. 5-28-87.

-item b. Letter from Leo Dinnan, Secretary, WOLF, regarding the election of a representative for the medium size libraries in Oakland County. 6-1-87.

Jose stated that requests for nominations had been sent and that nominations would be closed August 1.

-item c. Memo from Leo Dinnan containing information on TRUTH IN TAXATION HEARINGS. 6-11-87.

-item d. Letter to James Fry from Weiss stating concerns about the distribution of LSCA Title I monies. 6-15-87.

-item d-1. Reply to the above letter from James Fry to Dohany. 6-23-87.

Brief discussion on the distribution of LSCA Title I monies.

-item e. Letter to Dohany from Weiss expressing appreciation to the Board for providing bookmarks. 6-17-87.

-item f. Memo from Mary Ann Gessner to the Library Board regarding SB 122.

SB 122 was discussed and it was the consensus that action was needed.

Resolution 87-27: Wilcox moved that the Library Board send a letter in support of SB 122 to members of the Conference Committee. Andrews seconded. Motion carried.

## 5. REPORTS TO THE BOARD.

### A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report noted and filed.

On June 22, Beer met with Don Malinowski, Facilities Engineering, to discuss the building program. The taking of applications for Architects will end on June 26, and the names will be submitted to the Planning and Building Committee of the Bd. of Commissioners on July 7.

Gaylor noted that in the Resolution of the Board of Commissioners (87-153, approval of sites for new buildings) the Subregional Library for the Blind and Physically Handicapped had not been mentioned.

Resolution 87-28: Andrews moved that the Board contact Anne Hobart, Chair, Planning and Building Committee, to make sure the Committee is aware that the Subregional Library will be housed in the new library facility. Gaylor seconded. Motion carried.

Beer informed the Board that a local Bicentennial Committee had been formed in an effort to get Oakland County designated as a Constitutional Bicentennial County.

Gaylor reported on the Oakland Law Library Foundation Annual Event to be held at Meadowbrook Hall in October.

B. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

Jose had nothing further to report.

C. WAYNE - OAKLAND LIBRARY FEDERATION - Whitaker.

Circulation report and minutes of the Quarterly Membership Meeting noted and filed.

Whitaker reported that the GEAC financial problems had been solved favorably. He stated that a Canadian investment firm had bought a majority interest in the GEAC company, investing over \$21 million. GEAC has reorganized into a more efficient company and is now vigorously back in the market.

The Children's Summer Reading Program is underway. The program this summer was developed by the local Children's Librarians and its theme is the Search for the 150th Birthday Party. The enrollment is higher than ever before with 25,000 children taking part. WOLF's Children's Coordinator, and the Graphics and Printing Operations gave form to the theme and supplied materials.

Whitaker observed that recently there had been references in the news about "Radon Gas" He said that, apparently, there had been no substantial information available about this subject and that WOLF had published a packet of materials, along with a bibliography, explaining what "Radon Gas" is and what it does, thus producing materials that did not exist anywhere else.

E. LITERACY PROJECT - Weiss.

Weiss was excused.

Written report noted and filed.

In Weiss' absence, Barbara Eichhorn, Oakland Schools Consultant for Adult Education, reported on the Literacy Project.

Eichhorn stated that the Michigan Department of Education has placed

a Regional Facility at Oakland Schools. Gloria Grady Mills will be the Regional Facilitator.

The Literacy Project has been exploring grant opportunities offered by private corporations. As most of the grants ask that you furnish them with a list of the Board of Directors, Eichhorn asked the Library Board to consider acting as the Board of Directors for the Literacy Project.

In the discussion that followed, there was concern about the liability involved.

Resolution 87-29: Andrews moved to request legal opinion from the Corporation Counsel as to our status relative to liability insurance. Gaylor seconded. Motion carried.

Jose reminded the Board that, at the meeting on Dec. 17, 1986, they had made a commitment of \$10,000 toward the funding of the Literacy Project. (Resolution 86-91) She requested that a resolution now be adopted releasing those funds.

Resolution 87-30: Gaylor moved to authorize the payment of \$10,000 from the Library Board Fund to the Oakland County Literacy Project on July 1, 1987. Andrews seconded. Motion carried.

F. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report noted and filed.

Hund stated that over 100 people attended the Family Story Hour in American Sign Language. Many areas were represented outside of Oakland County which she felt indicated an obvious need.

The Subregional has been working with Gregg Doty, Facilities Engineering, on its space allotment in the new library facility.

Hund has applied for two competitive LSCA Title I grants. Last year, the Subregional Library received a grant which enabled Hund to place Display Units in the 39 public libraries in Oakland County. She is writing to the directors for an evaluation of that grant application.

In November, Hund is planning a 5-part pre-retirement seminar, Think of your Future, which will be aimed at people who are 10 to 15 years away from retirement. This will be done annually.

Hund said that the Library of Michigan told her they had 60 applications from around the state for new readers last week; 45 were for her Subregional. The circulation continues to be phenomenal.

G. LAW LIBRARY REPORT - Limer.

Written report noted and filed.

Liner reported that the two new 3M Copiers are now in place, and the VENDACARD should be installed soon. The staff is trying to prepare the patrons for using the VENDACARD.

The two summer students, Jody Graves and Crycinda McGee, have joined right in and are working out very well.

There was a discussion of the storing of books on the top of the ranges, and it was felt that the Law Library should examine the safety factors involved.

Resolution 87-31: Andrews moved to ask the Facilities and Operations Division to look at the existing situation in the Law Library and give a recommendation of how the books can be secured. Gaylor seconded. Motion carried.

#### 6. OLD BUSINESS.

The staffing of the Children's Village School Library was discussed. Jose said she had explained to the Budget Division that the Reference Library could not staff the Children's Library unless they got additional staff. At this point, Jose is working with the Budget Division on a Memo of Agreement that will be reviewed by the Library Board before it is signed.

#### 7. NEW BUSINESS

The Court has been contacted by the Board of Commissioners and Andrews was appointed to represent the Court on the committee investigating the hiring of an architect for the design of the Library, the Computer Center and the North Office wing. Dohany explained there would be a different architect chosen for each of the three new buildings.

Members of the Board were concerned that the building of the library building would be delayed because of building the three at once. It was noted, however, that because the present library space was so desperately needed, the library building would be one of the first to be built.

Corporation Counsel has requested space in the new library facility. It was the consensus of the Board Members that this building is to be a library and should not to be used for general county offices.

#### 8. COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

#### 9. CONFIRM JULY MEETING DATE.

The next meeting of the Oakland County Library Board will take place on

July 29, 1987 in the Commissioners' Conference Room.

A calendar of remaining Board meetings was distributed.

10. ADJOURNMENT.

The meeting adjourned at 4:25 p.m.

Respectfully submitted,

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C. Hugh Dohany, Chairperson

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Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Committee Room A  
Commissioners' Auditorium

July 22, 1987

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

1. ROLL CALL.

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

Quorum present.

Also in attendance: R. L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Library; Marty Johnson, Admin. Secretary; Cathy Weiss, Literacy Project; Shirley Willing, Institutional Library Technician. Court Administrator, Joan Young appeared briefly for informational input.

Excused: Doug Whitaker, WOLF; Charlotte Liner, Law Library.

2. APPROVAL OF MINUTES.

There were two corrections to the minutes: Item 5-D was inadvertently omitted; meeting date incorrect.

Resolution 87-32: Keane moved that the minutes of the June 24, 1987 meeting of the Library Board be approved pending corrections. Wilcox seconded. Motion carried.

3. APPROVAL OF BILLS.

- a) Law Library
- b) Reference Library

Resolution 87-33: Hassberger moved that the bills of the Law and Reference Library Divisions be paid. Gaylor seconded. Motion carried.

4. BUDGET REVIEW.

The budget, as presented to the Board for approval, reflects the anticipated costs for 1988 & 1989 because the County plans to institute a Biennial Budget Program.

The combined budget includes the Reference, Subregional and Law Libraries along with the Library Board Administration costs.

The Board examined and questioned the budget at length.

In light of Public Act 178 Sec. 4959 (2) [MCLA 600.4959], the question of mediation fines as revenue was answered by Court Administrator, Joan Young. It was the decision of the Board to remove the item mediation fines from the revenue pending actual receipt of the money in February, 1988.

Resolution 87-34: Keane moved that the Board approve the 1988/89 budget with the provision that the revenue section be modified, with a footnote stating that the mediation fines paragraph will be amended in February, 1988. Andrews seconded.

#### 5. ANNOUNCEMENTS, CALL TO THE AUDIENCE & CORRESPONDENCE.

There were no announcements.

No one in the audience wished to be heard.

-item a. Memo from James W. Fry, State Librarian, regarding state funding for libraries. 7-2-87.

Andrews questioned the Governor's July 21st announcement of budget cuts, and how that might affect library funding. Discussion.

-item b. Letter to Anne Hobart, Chair: Planning & Building Committee questioning the omission of the Subregional Library in the Bd. of Comm. Resolution, (87-153) 7-6-87.

-item c. Reply to Dohany from Anne Hobart assuring the Library Board that " the Committee fully understands that (the Subregional Library) will be incorporated into the new facility..." . 7-7-87.

-item d. Letter from Governor James Blanchard enclosing an award to the Oakland County Library Board in recognition for its contribution to the MICHIGAN ADULT LITERACY INITIATIVE. (dated) 4-26-87.

Discussion: Literacy publicity and how it affected the Oakland Literacy Project.

#### 6. REPORTS TO THE BOARD.

##### A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report noted and filed.

Beer noted that his July report deals primarily with the annual meeting in Chicago of the AALL.

Beer called on Gaylor to recount a July 20th meeting they had attended with Kathy Gilbert, Director, Oakland County Bar Association, John Kingsepp, President of the OC Bar Ass'n. and John Rogers, Vice President, Oakland Law Library Foundation.

Gaylor reported the O.C. Bar Ass'n. is examining the idea of a Bar Foundation which will not only support the Law Library, but also



support special projects, giving a broader outreach for Bar Members.

Beer noted that the group will be meeting again on August 28 to discuss special needs of the new library facility.

B. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

Jose said that the part time clerical position for the Reference Library has passed the Personnel Dept., and is now scheduled for the Finance Committee.

OLSHA called Jose on July 22 regarding the Senior Aide Program. She will be interviewing a candidate on July 24.

Jose announced the retirement of Dick Hathaway of the Library of Michigan.

C. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Whitaker was excused.

WOLF statistics (5/87) noted and filed.

D. INSTITUTIONAL LIBRARY TECH'S REPORT - Willing.

Written report noted and filed.

In addition, Willing reported that she had received a call from Susan Webreck, Professor of Information and Library Studies, University of Michigan, concerning an article she is writing about AIDS. Willing noted that, while the article is not particularly about institutions, it contains a great deal of information on AIDS policies.

Willing stated that she had talked to several other jail libraries about their policies and found that they did not have any policies either, and that there is different information about the virus from different health sources.

Various suggestions were made, including contacting the Center for Infectuous Disease Control in Atlanta.

Keane felt that this is something the Oakland County Health Department should research.

Andrews suggested that employees at the Jail Library wear gloves when handling materials for the inmates as a temporary measure until some policy can be determined.

Willing has been told that the new jail will not be completed for 21 months, so the person requested in the '88 budget will not be needed until 1989.

E. LITERACY PROJECT - Weiss.

Written report noted and filed.

The Reference Library has received the LSCA Title VI Grant for the Literacy Project. Weiss noted that last year there were 13 Title VI Grants for Literacy funded in Michigan, and there are 17 in Michigan this year. She felt this to be a very excellent record for the State of Michigan.

Keane has signed the contract for the Senior Community Service (OLSHA), and they are in the process of recruiting those people at this time. Weiss expected them to be in place by the middle of August.

Weiss attended the LSCA Advisory Board meeting in Lansing concerning the Title I funds. Part of the Title I funds have been set aside for Literacy. For this year, the Literacy Competitive Grants will remain as they have been, but when the Advisory Board meets again in November, there will be discussion of the problem of "discretionary" funds.

This year, the funding of the grants will begin the end of September.

Weiss continues to investigate private funding sources for the Literacy Project.

F. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report noted and filed.

Hund noted that the Subregional's statistics have shown a marked increase over the year. She stated that they had a lot of new readers from the public library sector, and she felt that the display units placed in the public libraries had a lot to do with it. Hund commended her excellent staff.

G. LAW LIBRARY REPORT - Liner.

Liner was excused.

Written report noted and filed.

Beer displayed the VENDACARD and explained its use. He discussed the acceptance (or resistance) by the patrons. Beer said that the use of this new copier system had made an immediate difference in the time consumed counting dimes, and in reconciling the money at closing time.

The Law Library has stopped offering Auditron use, and patrons now either purchase the VENDACARD, or put dimes directly into the copier. In September, when the service contract runs out on the Xerox copier, the Library will go to strict use of the VENDACARD.

7. OLD BUSINESS.

There were two items presented under Old Business:

In order to certify the list of penal fines, authorization is needed

from the Board.

Resolution 87-35: Wilcox moved to approve the distribution of the 1987 Penal Fine Money. Hassberger seconded. Motion carried.

Beer noted that he had checked with the Corporation Counsel regarding the insurance liability, and had been told that it had been a resolution of the Board of Commissioners that volunteers or anyone working with the county would be covered.

8. NEW BUSINESS.

The Subregional Library would like to incorporate some computers with word processing capabilities for large print production of documents. They would like to submit a survey and work order request forms to Computer Services.

Resolution 87-36: Keane moved that the Board authorize submitting an automation/work order request form on behalf of the Subregional Library for equipment to produce large print documents. Wilcox seconded. Motion carried.

Hund assured the Board that, while their basic need was for large print documents, the equipment they were seeking to buy could be used for other things.

Gaylor distributed a report of the ALA conference he had attended on behalf of the Board.

9. COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

10. CONFIRM AUGUST MEETING DATE.

Both the August and December meeting dates were discussed. As a quorum is anticipated for the August meeting, the next meeting of the Oakland County Library Board will take place on August 26, 1987 in the Commissioners' Conference Room.

The December meeting will be moved from the 23rd to the 16th.

11. ADJOURNMENT.

The meeting adjourned at 4:37 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Commissioners' Conference Room  
Commissioners' Auditorium

August 26, 1987

Prior to the August meeting, Mr. Lynn Allen, Clerk/Register of Deeds, gave the oath of office to the newly appointed Trustee, Donald W. Jensen, and to reappointed Trustee, Joann Wilcox.

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 Member excused: The Honorable Steven Andrews.

Quorum present.

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

Excused: Carole Hund, Subregional Library; Cathy Weiss, Literacy Project; Shirley Willing, Institutional Library Technician.

2. APPROVAL OF MINUTES.

Resolution 87-37: Wilcox moved that the minutes of the July 22, 1987 meeting of the Library Board be approved as presented. Keane seconded. Motion carried

3. APPROVAL OF BILLS.

- a) Law Library
- b) Reference Library

Resolution 87-38: Keane moved that the bills of the Law and Reference Library Divisions be paid. Russell 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. Memo from Marianne Gessner, Exec. Dir. Michigan Library Association, in reference to Gov. Blanchard's actions regarding SB 122. 7-23-87.

-item b. Memo from Leo T. Dinnan, WOLF, regarding State Aid Action. 7-24-87.

-item c. (added). Memo from Leo T. Dinnan in reference to the Library of Michigan Memo on TRUTH IN TAXATION. 8-18-87.

## 5. REPORTS TO THE BOARD.

### A. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report, ALA Washington Newsletter synopsis and LADP report noted and filed.

Beer made mention of the article (Library Journal, August 1987) regarding the NCLIS, White House Conference.

### B. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

Regarding the Clerical Trainee position, Jose said she had received and is now reviewing the applications from the Personnel Dept.

Jose noted that the Library of Michigan had sent her the applications for the LSCA Title I Grants for the Literacy Project which are due on September 25, 1987. Weiss and Jose will prepare them, mail a copy to the Board members for comment, mail the applications, and then ask for the Board's confirmation at the September meeting of the Library Board. The Board members agreed to this procedure.

Additionally, Jose commented that the LSCA Title VI Literacy Grant will be due on November 20. Gaylor observed that there would only be 250 Title VI Grants given.

The Title I money (maximum \$20,000) is for '87-'88 and must be expended by September 30th of next year. The Title VI money is for '88-'89, and will not be available until October of next year.

Gaylor questioned the statistics on the Bressers Directory. Jose explained the statistics reflected mostly phone calls. Gaylor said most public libraries no longer accept phone calls for information from Bressers because they were concerned about the purpose of the calls. Most libraries now say that a person must come into the library to use Bressers.

Jose answered that the last WOLF general survey was divided equally between libraries who did and didn't accept calls. The feeling at the Reference Library about accepting the calls is that the information is based on the phone book and is not that difficult for their staff to accomodate the caller. They only give information based on address or phone number, not by name.

C. WAYNE OAKLAND LIBRARY FEDERATION - Whitaker.

Statistics and Proposed Budget (added) noted and filed.

Whitaker reported that on April 1, 1986, WOLF took over the responsibility of the Oakland University Hotline. At the August 13th Board meeting, the WOLF Board approved a staff recommendation that the arrangement be terminated on November 30, 1987. The reason for this recommendation was that, after 15 months of experience, it has become very clear that the service has not been used enough and has not demonstrated enough of a value to be worth its increasing cost. It was a difficult judgment, but was unavoidable. In the second quarter of this year, 18 out of 59 libraries did not use the Hotline at all, and 26 libraries used it less than once a week. The WOLF Board feels the need for the service is not there anymore. The plan now is to shift the requests that have been handled by the Hotline to the Wayne-Oakland Region of Interlibrary Cooperation. This is a federally funded operation housed at the WOLF building and serves libraries of all types in Wayne and Oakland Counties. The Region of Cooperation duplicates much of the resources and attraction that the Hotline presents. The primary loss will be that of convenience. However, now the requests received will be placed with the National Interlibrary Loan Network of the OCLC which has approximately 18 million holdings under computer control. The Region of Cooperation has been using the OCLC Interloan Network for almost two years and they are very satisfied. It is an economical, fast and thorough way to obtain books that are not available locally.

Whitaker went on to explain that in order not to lose the University's Government Document collection, WOLF has given up their limited selection of Government Documents in favor of the new Livonia library (to be opening in January, 1988) where a much larger collection of documents will be housed and will be available during the 68 hours that the library will be open. So access of documents will not be lost, but will be increased.

The service time for this system will be approximately four days.

The WOLF Board approved the preliminary budget on August 15th, and on September 10th, there will be a public hearing on the budget for '87-'88. After the hearing, the WOLF Board will give the budget final consideration. The only notable thing about the budget is that it contains two new positions, both a part of the expanding automation program.

D. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Willing was excused.

Written report noted and filed.

Both Gaylor and Keane commented on the paragraph in the report concerning AIDS Policy. Keane felt the County Health Department was a resource that should be used.

E. LITERACY PROJECT - Weiss.

Weiss was excused.

Written report noted and filed.

Jose reported that the Literacy Project now has all the forms from the government for filing the Grant applications.

Gaylor stated that the Literacy Project is trying to find a method whereby it can reach more people. They are looking for a vehicle to allow a tutor to work with twenty students at a time rather than the one to one training they are now doing. They are also looking into automation.

F. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Hund was excused.

Written report noted and filed.

G. LAW LIBRARY - Liner.

Written report noted and filed.

There was a brief discussion on the Michigan Library Consortium and the HANNAH INFORMATION SYSTEM soft-ware system.

6. NEW BUSINESS.

Wilcox reported that Brandon Township Library is attempting to pass their own millage. A Fund Raiser is to be held August 30th at a farm in Ortonville on Oakwood Road. The vote will be September 1st.

Beer told the Board that the packet material will no longer be placed in the notebooks. After a year and a half of experience, it was decided that it would be more convenient for the Board members to bring their previously mailed packets to the meeting.

7. OLD BUSINESS.

Beer distributed copies of the final budget requests.

Jose explained that the only change was the new Clerk I position which will now become viable when the new jail opens.

Dohany, Beer and Jose gave a progress report on the new building. Dohany thought it had been a good move to have the study done by the consultant. He felt we were far ahead of the other two projects in preparation.

The Architect Selection Sub-Committee has met twice and the planned for

Board room was eliminated. We do still have a conference room.

Beer and Gaylor created a "want list" for the new library, to be presented to the Law Library Foundation. This list contains several specifics for funding consideration.

There was considerable discussion of the need for an interior design consultant. Dohany said there had been discussion with the Facilities Engineering Department manager, and he would not object to this.

Potential problems of future space discussed.

Ground breaking is anticipated in autumn of 1988.

8. COMMENTS FROM THE AUDIENCE.

No one in the audience wished to be heard.

9. CONFIRM SEPTEMBER MEETING DATE.

The next meeting of the Oakland County Library Board will take place on September 23, 1987, in the Commissioners' Conference Room.

10. ADJOURNMENT.

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

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C. Hugh Dohany, Chairperson

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Robert Gaylor, Secretary



MINUTES

OAKLAND COUNTY LIBRARY BOARD

Commissioners' Conference Room  
Commissioners' Auditorium

September 23, 1987

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

1. ROLL CALL.

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

Quorum Present.

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

Excused: Charlotte Liner, Law Library.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

Dohany called attention to the change in the order of the Agenda. He explained that this was done to allow those reporting to the Board to leave before the business portion of the meeting.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

Resolution 87-39: Wilcox moved that the minutes of August 26th be approved as presented. Keane seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

July Circulation Report noted and filed.

The WOLF '87/'88 Budget was approved by the WOLF Board at their September meeting. Also approved, the new maintenance contract with GEAC, which extends coverage on the automated system to include Saturdays. The contract also contains a provision to see what else might be available to satisfy the needs of the WOLF member libraries. The GEAC regional maintenance manager will be at WOLF on September 24th to discuss these options.

On December 1st, when the HOTLINE agreement officially terminates, WOLF will begin to shift requests for books and materials that can not be filled within the public libraries in Wayne and Oakland Counties through the office of the Wayne/Oakland Region of Interlibrary Cooperation. From there, any requests can be extended to the the OCLC National Interloan Network.

Whitaker explained to the Board that the Wayne/Oakland Region of Interlibrary Cooperation is a federally funded organization, and includes public as well as non-public libraries in Wayne and Oakland Counties. It is housed on the WOLF premises, and works closely with WOLF Interlibrary Loan. They have agreed to the shift of the HOTLINE responsibilities and WOLF is arranging equitable payment for that service.

The Library Board discussed the future of State Aid to Libraries.

Brandon Township passed an establishment vote that gives it its own library. This will be a separate entity, with its own millage and Library Board.

Orion Township will have "groundbreaking" ceremonies on September 27th. All are invited to attend.

Waterford Township will be losing Director Kaye Grabbe, who is leaving the area.

Whitaker announced that Dr. James Gillig will replace retiring Joseph Jenkins on the WOLF Board.

Finally, Whitaker reported that the law firm of Miller, Canfield, Paddock and Stone has been retained as WOLF's attorney. Their services will be available to all member libraries.

#### B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report noted and filed.

Noting the statistics, Hund reported their growth pattern continues; They now have 1900 patrons.

In September, the Subregional staff sent almost 200 letters to various institutions serving senior citizens in Oakland County. Hund will be having four orientation workshops to be held on different dates so that representatives of these institutions can visit the Subregional instead of Carole visiting all of the institutions. Hund wants to start library services to seniors who live in these institutions.

As part of the Grant the Subregional received, Hund would like to hire a 24 hour/wk. person, with the hope that, should the Grant not be continued next year, the position will be picked up by Oakland County Personnel.

Hund reported on the annual Braille Transcribers Luncheon held September 23rd.

Jose received a copy of the Subregional's fixed assets inventory from Beverly Papai. Jose explained that they are beginning to correlate what was bought, what is properly marked and what will be relocated to the new library.

C. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

Willing stated that her staff is now able to get to all Satellites weekly, and is busy working on these collections.

The summer help has been reclassifying the donation from Bloomfield Township Library, and will soon be shelving these books in the Satellites.

The Board had further discussion on the AIDS question, but there were no new solutions. The Jail Library staff will continue to wear gloves when appropriate.

D. LITERACY PROJECT - Weiss.

Written report noted and filed.

As a result of the TV movie BLUFFING IT, aired in September, the Literacy Office received many calls (by way of the Nebraska contact number). Weiss said the majority of calls were from prospective volunteers, but they had also seen a real increase in students.

Weiss had just come from Kentucky where she helped Kentucky Educational Television do a promotional tape for LEARNING TO READ. She reported that KET also had a unique program called THE TELEPHONE TUTOR which is available for \$800. There is a workbook for the students, and while watching LEARN TO READ, the students are able to dial a number to hook up with a computer modem for a tutor to talk to them. There are three exercises for each LEARN TO READ lesson, and at the end of the tape, they are told where to go for additional help.

Locally, WPBS will be presenting LEARN TO READ again this fall.

The Literacy Office would like to hire a Senior Citizen for their staff. They have interviewed one person, and have also placed ads in both the SPINAL COLUMN and THE OAKLAND PRESS.

Earlier this month, copies of the LSCA Title I Grant application were mailed to the Board members for their approval. Jose noted that one item on the original draft had been changed ... "to provide statistical information on the increase of the number of students being tutored" has been added under the Evaluation section.

Resolution 87-40: Keane moved the Board approve submission of the LSCA Title I Grant application in the amount of \$18,000. Wilcox seconded. Motion carried.

E. LAW LIBRARY REPORT - Liner.

Written report noted and filed.

Liner was excused.

Beer reported that the Summer Students had left for school, as well as one of the Student Co-ops. The Law Library is now in the process of interviewing students for the second Co-op position.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

Jose reported that it was both interesting and challenging to be a school librarian. She observed that the collection was very weak, and that the card catalog did not seem to match the collection, which made it difficult to do reference work. Jose said that in addition to upper and lower elementary classwork, individual students were also making use of the library.

With the hiring of a new 20/hour person, Sherry Malone, the Reference Library staff is now able to spend 14/15 hours a week at the school library.

Jose stated that she had just finished working with the Trustee Association in conducting the WOLF Board elections. Paul Black was reelected to represent medium size public libraries on this Board.

Jose noted that at the September meeting of CORD, Pat Wilson, reporting for Rochester Hills Public Library, stated the library had had an asbestos study done and found that they will have to have asbestos removed. They anticipate being closed for up to five weeks and the cost for removal will be a minimum of \$100,000.

Discussion of this problem followed.

G. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report, ALA Washington Newsletter and LADP report noted and filed.

Beer explained the agreement between the Oakland County Bar Association, the Oakland County Library Board and the Harris 3-M Company which would place Telefacsimile equipment into the Law Library. This equipment is compatible to other equipment, and will open the Law Library nationwide.

Since the agreement was being discussed, the Chair moved item 7, "Old Business-item a." to item 4G, so that the agreement could be voted upon.

Resolution 87-41: Wilcox moved to approve the contract between the Oakland County Bar Association and the Oakland County Library Board, and to authorize the Chair to sign the agreement. Keane seconded. Motion carried.

5. APPROVAL OF EILLS.

A. Law Library

B. Reference Library

Resolution 87-42: Andrews moved that the Bills of the Law and Reference Library Divisions be paid. Keane seconded. Motion carried.

6. CORRESPONDENCE.

-item a. Copy of letter from James W. Fry, Library of Michigan, to Beverly Papai, Farmington Community Library, indicating Grant approval in the amount of \$9,200, has been given to the Oakland County Subregional Library for the Blind and Physically Handicapped. 8-21-87.

7. OLD BUSINESS.

-item a, see 4G

-item b. Andrews gave a progress report on the Architect Selection Committee. The Library will probably be built first, with the Computer Center about the same time. Many ideas are still forthcoming regarding the North Wing.

8. NEW BUSINESS.

The Board discussed the draft of a questionnaire to be sent to prospective Library Consultants. An additional question was suggested regarding the Genealogy Collection. Jose feels that this is specialized material which would need consideration.

Resolution 87-43: Andrews moved to send the final questionnaire to prospective Library Interior Design Consultants. Gaylor seconded.

Discussion followed.

Call for the Question: Motion carried.

Location of the proposed Veteran's Memorial was discussed. The Memorial will be constructed by the same Architect chosen to design the library facility.

In other New Business, Gaylor notified the Board that Oakland University is now "On-Line" with NOTIS; all records are now in place. NOTIS now includes hospital libraries, the Detroit Public Library as

well as the University of Michigan Library. Oakland University will now be in direct contact with the University of Michigan.

9. CONFIRM OCTOBER MEETING DATE.

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

10. ADJOURNMENT.

The meeting adjourned at 4:03 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Commissioners' Conference Room  
Commissioners' Auditorium

October 28, 1987

Prior to the meeting, Jose presented Institutional Library Technician, Shirley Willing, with a 10-year service award.

The meeting was called to order at 3:04 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, Joann Wilcox.

Quorum Present.

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

Excused: R. L. Beer, Library Board Administrator.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF MINUTES.

Jose noted that Trustee Gaylor was not listed in the ROLL CALL, although he was present at the September 23rd meeting.

Resolution 87-44: Wilcox moved that the minutes of September 23, 1987, be approved as corrected. Keane seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Written reports noted and filed.

Whitaker reported that, in their 86/87 year, the WOLF Reference-Interloan Department received 55,000 interloan requests,

which was a 12% increase over the year before. There was a 14% increase in the number of requests filled. This 74% fulfillment rate was the highest ever reached, and 12 points higher than the average ten years ago.

He attributes this to more of a service attitude within libraries today. Whitaker feels library personnel are more alert to situations where an item from another library can help the patron.

He also credits the Automated Data Base, saying that it makes it easier to immediately discover what is available. WOLF and member libraries are being challenged to find the answers to the extraordinary variety of queries they receive.

With the completion of the transfer of data to the new computer, the automation program is proceeding efficiently. They are now ready to add new members.

#### B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report noted and filed.

Hund reported that she was visited by one of the five finalists in the Architect Selection. She thought they asked some very enlightened questions.

Since the Blind and Physically Handicapped Library is so unique and so unlike the Law and Reference Divisions, Hund requested the opportunity to be present at the next meeting.

Dohany commented that the five selected architects would be making their presentations on Monday, November 9, beginning at 10:00 am and invited Hund to attend the meeting. He went on to say that the Committee will make the final decision after considering the architects' presentations.

Hund reported they have started working with the LSCA Special Project Grant award. With the Grant funding, they have hired a new, 24-hour person who is learning very quickly. Hund is happy to have her.

#### C. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

In her continuing quest for knowledge about AIDS, Willing wrote to the San Francisco AIDS Foundation. Unfortunately, all she received was a "price list".

She did find an article locally indicating that the Federal Bureau of Prisons has begun to separate the AIDS inmates as a matter of policy.

Willing reported on a seminar in Bibliotherapy she attended on October 23rd.



D. LITERACY PROJECT - Weiss.

Written report and Grant proposal distributed.

Weiss announced that Joyce Snook has joined the Literacy Project as their new enrollee for the Senior Community Services program. Presently, Ms. Snook is working 15 hours/week. Hopefully, the hours will increase to 20 in the near future.

Weiss discussed the information about the Advisory Committee distributed with her report. The first meeting of the Committee is scheduled for November 19, and goals and objectives will be formulated. Weiss would like to establish committees of volunteers to be chaired by members of the Advisory Committee.

The Literacy Project received a \$400 donation from the Cana Evangelical Lutheran Church of Berkley.

Jose summarized the Literacy Project LSCA proposal and asked the Board to move authorization for the Chair to sign the final Grant application when ready.

Resolution 87-45: Keane moved to authorize the Chair to approve the final Grant request. Wilcox seconded. Motion carried.

Weiss and Dr. Keane have been invited to attend a Detroit reception the first week of November in honor of Carl Hagler, Federal Director of Adult Education. Mr. Hagler is "the literacy man" in Washington.

E. LAW LIBRARY REPORT - Liner.

Written report noted and filed.

Liner updated her report on the Telefax equipment now in the library. The Bar Association personnel created a form with which to proceed. The form includes the cover sheet to be sent before something is telefaxed, a price list and a numbered detail form to better enable us to keep track of everyone who uses the equipment. The Bar Association will put these client numbers into their computer creating a cross reference between the account and the number. When a client calls again, they just give their number. The service fee of \$5, is not really high considering the library will do all the legal reference required, photocopy the material, and then telefax it to the client.

Liner explained the billing prices and procedures, and explained that the Bar Association will be sending out publicity flyers in the near future.

The question arose about the pilfering of books. Liner said that some were missing from time to time, but that the worse crime was tearing out pages.

Possible remedies were discussed.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written reports and informational handouts noted and filed.

The Reference Library has secured emergency salary funds for 8 hours/day for two weeks in December. The emergency person will be hired to inventory the Children's Village School library collection. Jose noted that, with this help, they hope to be able to make the card catalog match the books on the shelves.

Jose commented that more and more students are visiting the Children's Village School library. They are now coming in individually, asking for help.

G. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Beer was excused.

Written report noted and filed.

Gaylor reported on the Law Library Foundation Annual Event. He thought it was quite successful.

Andrews commented that, hopefully, next year the Committee will do something to help the shrinking attendance. He noted that there were 18 judges in attendance, and that they had some suggestions to discuss at a later date.

5. APPROVAL OF BILLS.

Law Library  
Reference Library

Resolution 87-46: Keane moved that the bills of the Law and Reference Divisions be paid. Gaylor seconded.

Discussion followed.

Call for the Question: Motion carried.

6. CORRESPONDENCE.

There was no correspondence.

7. OLD BUSINESS.

Andrews gave a report of the Architect Selection Committee.

Five architects were selected as finalists. All of the firms selected have high credentials, he said. The architects will make their presentations on November 9, beginning at 10:00 a.m.

8. NEW BUSINESS.

There was no new business to come before the Board.

9. CONFIRM NOVEMBER MEETING DATE.

The next meeting of the Oakland County Library Board will take place on November 25, 1987.

10. ADJOURNMENT.

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

Committee Room A  
Commissioners' Auditorium

November 25, 1987

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

1. ROLL CALL

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

Board Members Excused: Lillian Russell.

Quorum Present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Library; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Shirley Willing, Institutional Library Technician; Gloria Grady Mills, Literacy Coordinator, Michigan Department of Education; Don Malinowski and Gregg Doty, Facilities Engineering; Shelly Rose, Oakland Schools Photographer.

Excused: Doug Whitaker, Wayne-Oakland Library Federation; Marty Johnson, Admin. Secretary.

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 87-47: Gaylor moved that the Minutes of October 28, 1987, be approved as presented. Wilcox seconded. Motion carried.

3-A. AWARD PRESENTATION.

Gloria Grady Mills, Michigan Department of Education, presented the Library Board with a plaque in recognition of their "outstanding support of literacy efforts" in Michigan.

At this time, Chairperson Dohany moved item #8, OLD BUSINESS, ahead on the Agenda.

8. OLD BUSINESS.

The Chair recognized Don Malinowski, Facilities Engineering, who reported on the Building Program. He stated that they have been negotiating a contract with the chosen architectural firm, Minoru Yamasaki and Associates. Hopefully, things will begin to progress early in January, 1988.

Malinowski requested a letter of endorsement for the building program document. This indicates that the Board approves the building program as it is now presented, but emphasized to the Board they will continue to be involved as the building progresses.

After some discussion, Dohany assured the Board that Beer, Hund and Jose had been working closely with Mr. Doty and the Engineering Dept. staff, and also, that much of the building program was taken from Aaron Cohen's report of 1986. The Board members agreed to take copies of the program to study for discussion at the December meeting. Malinowski and Doty will again be present to answer any questions.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Whitaker excused.

Annual Circulation Report noted and filed.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report, statistics noted and filed.

Hund read several letters of appreciation received from patrons of the Library for the Blind and Physically Handicapped.

Hund had some changes and clarifications for the building program and indicated that she will send them to the Board in writing since she will be unable to attend the December meeting.

Jose referred to an audit report submitted by Beverly Papai, Director, Farmington Community Library, saying that Ms. Papai would be willing to appear before the Board at a future meeting if the Board had any questions. Keane asked Jose to review the document and report to the Board at the December meeting.

C. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

Willing has talked to the Women's Survival Center about materials that could be used by the women inmates for re-entry into society. The Center has a referral service offering many types of programs that would help someone coming out of jail.

The Detroit Public Library has an excellent pamphlet entitled MICHIGAN FIRSTS. Willing was pleased to receive several hundred

copies for distribution to the inmates and to the learning centers at the Satellites for use in the Social Studies program.

D. LITERACY PROJECT - Weiss.

Written report noted and filed.

Gaylor asked about the possibility of housing the Literacy Project Office in the new library building. Keane voiced some reservations regarding such a move, but stated that the idea should be examined by the Board when they review the building program at the December meeting.

Jose distributed completed copies of the LSCA Title VI Grant application. Wilcox questioned whether Weiss is now working full time for the Project. Keane responded that, due to a lack of funds, Weiss is still employed at the 80% level. If additional funding becomes available, her position will be increased to a full time (100%) level.

E. LAW LIBRARY REPORT - Liner.

Written report noted and filed.

Liner noted the Law Library had been exceptionally busy during the month of November. The Telefax is being used with favorable feedback from the patrons. Liner feels that when the Bar Association has publicized its existence to a greater extent, this equipment could become a very popular item with our users.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

G. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report, ALA Newsletter Synopsis noted and filed.

Referring to his report, Beer clarified for the Board the nature of the ROBERT S. MARX FOUNDATION and the possibility of a grant for the new library building. There was some discussion of how to use this and future donations, and Dohany suggested that the Board consider a special "Gifts Committee". The Board unanimously agreed that this idea be placed on the Agenda for discussion at the next meeting.

5. APPROVAL OF BILLS.

Law Library  
Reference Library

Resolution 87-48: Andrews moved that the bills of the Law and Reference Library Divisions be paid. Wilcox seconded. Motion carried.

Jose noted an attachment to the bills of the Reference Library Budget

Status report indicating the budget standing through November with projections indicating a small surplus at the end of the fiscal year (December).

Dohany commented that there would be a deficit in the overall budget for the libraries at the end of the year because of an overrun in the Law Library's Continuations. The Board again discussed the problem of having all legal materials continuations within the Law Library's budget, or whether they should be carried to the individual departments.

Andrews expressed concern that the Law Library must assume payment out of its budget for books for the various Satellites. Dohany suggested that this situation be discussed with the County Budget Department before any decision is made.

6. CORRESPONDENCE.

-item a. Letter to C. Hugh Dohany from LaDon Gustafson, State Literacy Coordinator, congratulating the Board on their selection as one of Michigan's eight Outstanding Supporters and/or Contributors to local Literacy efforts. (see AWARD PRESENTATION earlier) 11-3-87.

-item b. Letter to C. Hugh Dohany from Linda Sickles, Director, Orion Twp. Public Library commending the Oakland County Literacy Project. 11-12-87.

7. NEW BUSINESS.

There was no New Business.

Item #8 moved ahead on the Agenda. There was no additional Old Business.

9. CONFIRM DECEMBER MEETING DATE.

The next meeting of the Oakland County Library Board will take place on December 16, 1987.

10. ADJOURNMENT.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

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C. Hugh Dohany, Chairperson

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Robert Gaylor, Secretary