

Library Board
Mailings

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Oakland County Library Board Minutes
December 7, 1983
Executive Office Building
Conference Room 104

Board meeting called to order at 9:15 a.m. by Baruch serving as chairperson in Dohany's absence.

1. Roll call.

Board members present: Leonard Baruch, Robert Gaylor, and Bert Jackson. Excused: C. Hugh Dohany and Dr. William Keane.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Jennie Cross, Oakland Schools Library; Dick Beer, Law Library; Carole Hund, Subregional Library; and Martha Sue McDermott, Library Technician. Excused: Doug Whitaker, WOLF and Sharon Bostick, Reference Hotline.

2. Approval of the minutes.

Jackson moved that the minutes be accepted as presented. Gaylor, second. Motion carried.

3. Approval of the bills.

RESOLUTION 83-28: Gaylor moved that the bills presented be paid. Jackson, second. Motion carried.

4. Correspondence, Announcements, and Call to the Audience.

No one wished to be heard at this time.

Item #4a and handout #2: letters to and from Roger Ashley. Cross noted that she had attended the Trustee's meeting on November 29th and that there seemed to be a need to communicate what the duties of a WOLF Board member are prior to the next WOLF Board election. Discussion followed. It was decided that a format should be designed that would be a permanent part of the Trustee Board portfolio.

The Public Library Trustee's of Oakland County at their November 29th meeting nominated two people for the WOLF Board: Mr. Robert Justin of Avon Township and Mr. Paul Black of Novi. The Oakland County Library Board accepted Mr. Paul Black as the new WOLF Board member for medium size libraries as Mr. Justin's library, Avon Township belongs to the large library category.

Item #4b: letter to Oakland County Legislators. Jose noted that the Board had received four responses to their letter regarding H.B. 5051.

Item #4c noted and filed.

5. WOLF - Whitaker.

Whitaker excused.

Jose noted that the Board had received the October WOLF circulation statistics.

Baruch asked Jose about the status of the Geac system. Jose noted that the first training session began on Monday December 5th. The computer terminals are at WOLF and delivery should be within a month. The wiring of the Reference Library for the terminal has been completed.

6. County Librarian's Report - Jose.

Written report noted and filed.

Jose briefly noted that S.B. 15 is now P.A. 223 of 1983. This law provides immunity for library personnel from civil liability when they detain persons suspected of unauthorized removal of library materials.

Gaylor gave a brief report on the November 30th literacy committee meeting. Another meeting will be held on December 20th.

Baruch commented on an article in AMERICAN LIBRARIES regarding literacy.

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7. Institutional Library Technician's report - Willing.

Written report noted and filed.

Willing commented briefly on the following:

She has been very busy processing a large amount of materials given to the jail for the use of the anti-nuclear protesters.

She photocopied 431 pages of MOIS materials for the inmates this month.

One of the bookcases being built by the woodworking class at Children's Village is finished.

8. Law Library - Beer.

Beer noted that the written test for the library technician's position is scheduled to be given in about ten days and the interviews will be scheduled for the first week in January. Their emergency staff person has used up the allotted time and will be leaving on Friday, December 9, 1983. They are going to try to obtain the services of another emergency staff person until the permanent staff is hired.

Beer discussed with the Board the possible ramifications of increased telecommunications costs.

9. Reference Hotline - Bostick.

Bostick excused.

Copies of the October 1983 statistics were included in the Board's mailing.

10. Subregional Library - Hund.

Hund noted that the Subregional is finally receiving some new machines. Unfortunately some are not working properly and must be returned to the manufacturer.

November statistics were distributed to the Board.

11. Oakland Schools Library - Cross.

Cross noted the following:

Their Media Catalog is almost finished and she hopes to have copies for the Board at their next meeting.

Oakland Schools is getting more involved in the instructional television from the Central Education Network in Chicago.

The electrical work is done for the earth station.

The Media Center also has two vacant positions.

12. Old business.

Baruch asked about the status of the Library of Michigan. Jose replied that there has been no progress in appointing the Board. Things are going well under the leadership of the Interim Director. Discussion followed.

13. New business.

None

14. Comments from the Audience.

None.

15. Meeting adjourned at 9:50 a.m. Next meeting will be January 4th, 1984 at 9:00 a.m. in Conference Room 105/6, Executive Office Building.

Respectfully submitted.

Leonard Baruch
Acting Chairperson

Martha Sue McDermott
Acting Secretary

Oakland County Library Board Minutes
January 4, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:15 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Dr. William Keane, Robert Gaylor, and Leonard Baruch. Excused: Bert Jackson.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Doug Whitaker, WOLF; Sharon Bostick, Reference Hotline; Carole Hund, Subregional Library; and Jennie Cross, Oakland Schools Library. Excused: Dick Beer, Law Library; and Martha Sue McDermott, Library Technician.

2. Approval of the minutes.

RESOLUTION 84-1: Gaylor moved that the minutes be accepted as presented. Keane, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-2: Gaylor moved that the bills presented be paid. Keane, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

No one wished to be heard at this time.
Item 4a and handout #2 noted and filed.

5. WOLF - Whitaker.

Whitaker commented briefly on the following:

-The appointment of Paul Black to the WOLF Board: They have been in contact with Mr. Black and he will assume his duties at the January meeting.

-The State of Michigan Library Board is tentatively scheduled to meet on January 13th.

-The West Bloomfield Library is in the process of moving into their new quarters. They expect to reopen on January 18th. This move will allow the installation of the automated circulation system to the libraries that will be sharing the West Bloomfield telephone line.

-As an outgrowth of a comment made in late 1982 at an Oakland County Library Board meeting, he and Leo Dinnan have met with 17 other Library Boards in Wayne and Oakland Counties. They feel the results of these meetings have been very beneficial and will continue the visits in 1984.

-Discussion followed regarding the Wayne County Library Board.

6. County Librarian's report - Jose.

Written report noted and filed.

Jose commented on the following:

-The great loss to libraries with the death of Bruce Schmidt.

-The progress of the various literacy programs and the literacy workshop to be held at the Southfield Public Library on January 13th and 14th.

-The Board had received the December and 1983/total statistics for the Reference Library.

Baruch asked that a resolution be issued in memory of Bruce Schmidt. The Board directed the Chairperson and Jose to write such a resolution and send copies to the City Clerk and the Southfield Public Library Board.

7. Institutional Library Technician's report - Willing.

Written report noted and filed.

Willing noted the need to visit the Trusty Camp more frequently due to the increase in inmate population.

Willing also noted that she had assisted in starting the Mt. Pleasant County Jail Library.

8. Law Library - Beer.

Beer excused.

Jose noted that the Law Library had conducted oral interviews the day before and hope to select their new staff person shortly.

9. Subregional Library - Hund.

Hund noted that the Board had received the December statistics and that it had been a busy month. They have received some new cassette machines and were able to add some new readers.

Plans are moving ahead for the Subregional's 10th Anniversary Open House to be held on Saturday, April 14, 1984 in conjunction with National Library Week.

The Subregional is also planning a February workshop "Coping with Disabilities: an Awareness Program".

Hund noted that she had received Geac training and was very impressed with the system.

10. Reference Hotline - Bostick.

Bostick noted that the Board had received the November statistics.

She will be making a presentation in March to the Michigan Academy of Science, Arts and Letters. Her topic will be "Online Data Base Searching for the Hotline".

Dohany noted that the Board needed to approve the Reference Hotline contract and the first quarterly payment.

RESOLUTION 84-3: Keane moved that the Oakland County Reference Hotline contract be renewed for 1984 with payments being made quarterly. Baruch, second. Motion carried. Gaylor, abstained.

11. Oakland Schools Library - Cross.

Cross noted that the satellite dish is up and the electrical work is being done. It should soon be operational.

Copies of their most recent newsletter were distributed to the Board.

12. Old business.

None.

13. New business.

None.

14. Comments from the Audience.

None.

15. Meeting adjourned at 9:50 a.m. Next meeting will be held on February 15, 1984 at 9:00 a.m. at the Executive Office Building, Conference Room 105/6.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
February 15, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:04 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Leonard Baruch, Robert Gaylor, Bert Jackson and Dr. William Keane.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Doug Whitaker, WOLF; Carole Hund, Subregional Library; Sharon Bostick, Reference Hotline; Dick Beer, Law Library; and Martha Sue McDermott, Library Technician. Excused: Jennie Cross, Oakland Schools Library.

2. Approval of the minutes.

RESOLUTION 84-4: Keane moved that the minutes be accepted as presented. Gaylor, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-5: Baruch moved that the bills presented be paid. Keane, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

No one wished to be heard at this time.

Item 4a noted and filed.

Handout no. 1: Resolution from the Public Library Trustee Association of Oakland County regarding penal fines. Discussion followed.

RESOLUTION 84-6: Jackson moved that the request for action on the Public Library Trustee Association of Oakland County resolution be tabled until the next meeting of the Oakland County Library Board. Keane, second. Motion carried.

Handout #4: Announcement of selection of James Fry as the new State Librarian. Baruch requested that a note of congratulation be sent from the Board.

5. WOLF - Whitaker.

Whitaker noted that the installation of the Geac Automated Circulation System continues. The Reference Library's terminal was delivered today. When the system is running WOLF will have 160,000 patrons on-line.

December 1983 circulation report and 1982-83 annual report noted and filed.

Dohany asked Whitaker to briefly explain the audit of WOLF's books by Wayne County. Whitaker noted that Wayne County had performed a thorough audit and that WOLF had received a good report with only a few minor recommendations.

6. County Librarian's report - Jose.

Written report noted and filed.

Jose commented briefly on the following:

-The Reference Library's circulation statistics for January 1984.

-The Annual Report of the Library Board, Reference Library and Institutional Libraries.

-The Laubach Tutor Training Workshop had gone well and that 16 people had been certified as tutors. The organizational meeting has been held for the Oakland County Literacy Council and the process of matching students with tutors has begun. Royal Oak Library and Orion Township Library are planning additional tutor training workshops. Discussion followed.

7. Institutional Library Technician's report - Willing.

Written reports for 1983 and January 1984 noted and filed.

Willing asked the Board to consider assuming the responsibility of providing leisure reading library services to the Southfield Jail facility when that contract is renegotiated this spring. Discussion followed. The Board directed Dohany to prepare a memo to the Board of Commissioners Public Service Committee requesting that when the contract for the Southfield Jail Facility is renegotiated that Oakland County assume the responsibility for leisure reading library services to the Jail inmates.

Jose noted that the Board had received an application for a grant for hi/low materials for Children's Village to the Metro Detroit Book and Author Society/Harold G. Johnston Award.

RESOLUTION 84-7: Keane moved that the Board approve the request to the Metro Detroit Book and Author Society for a \$500.00 grant for hi/low materials for Children's Village. Jackson, second. Motion carried.

8. Law Library - Beer.

Beer noted that year end statistics show that the Law Library has had between a seven to eight percent increase in patrons using the library.

Their new staff person is Dana Solomon. She has an MLS from Wayne State and has previously worked at Central Michigan University.

Beer noted that he has been selected to join a delegation of law librarians to visit Europe for 18 days during July and August.

9. Reference Hotline - Bostick.

Bostick noted that the Board had received the Hotline's annual statistics as well as the January 1984 statistics.

Baruch suggested that Bostick prepare press releases regarding the Reference Hotline for the various newspapers. Jose and Bostick will work on this.

10. Subregional Library - Hund.

Hund noted that the month of January had been busy and exciting.

Plans are proceeding for the 10th Anniversary Open House to be held April 14, 1984. Bud Guest will be a speaker. Lenore Romney may be another. Hund asked the Board if they would allocate funds for the Open House.

RESOLUTION 84-8: Gaylor moved that the Board approve the expenditure from Library Board funds an amount not to exceed \$500.00 for the Subregional Library's Open House on April 14, 1984. Baruch, second. Motion carried.

Hund noted the recent death of Louis Blumberg who had donated funds to the Subregional.

The Subregional received from Hoerle Sedgwich Optical a display of seventeen low vision aids worth \$679.00 which she will have on display at the Open House.

Hund noted that she had made a presentation at the Oak Park Jewish Center. It was the first program of a six-part series on The Aging and their Vision Problems.

11. Oakland Schools Library - Cross.

Cross excused.

12. Old business.

None.

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13. New business.

Gaylor spoke briefly on his visit in Washington, D.C. with Diane Vines, Chairperson of the Literacy Initiative Office. That program is working in two areas: 1) to make people aware of the need for literacy programs; and 2) training volunteers and college work/study students as tutors.

He has inquired about the possibility of receiving other funds. There are two areas where funds will be available. First, Michigan Adult Education has funds for Post-Secondary training. Bob Rodgers, Oakland Schools, is working on this aspect. Second, the Library Services and Construction Act may be granted \$5,000,000.00 for literacy under Title VI.

Gaylor then explained the proposal he wished to bring before the Board for the temporary funding of a part-time person to co-ordinate the literacy effort. Discussion followed.

RESOLUTION 84-9: Keane moved that the Library Board request that the County consider the feasibility of installing this office on a part-time basis pending funding by other means. Baruch, second. Motion carried.

Keane noted that he would investigate what contribution Oakland Schools could make to this project.

Jose asked the Board to approve the expenditure of funds for the Library Director and one Board Member to attend the American Library Association Conference in June. This expenditure was included in the 1984 budget.

RESOLUTION 84-10: Gaylor moved that the Board approve the expenditure of travel and conference funds for Jose and Baruch to attend the American Library Association Conference in Dallas, Texas in June. Keane, second. Motion carried.

14. Comments from the Audience.

None.

15. Meeting adjourned at 11:00 a.m. Next meeting will be held on March 14, 1984 at 9:00 a.m., Executive Office Building, Conference Room 105/6.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
March 14, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:05 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Leonard Baruch, Dr. William Keane, Bert Jackson, and Robert Gaylor.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Doug Whitaker, WOLF; Carole Hund, Subregional Library; Sharon Bostick, Reference Hotline; and Martha Sue McDermott, Library Technician. Excused: Jennie Cross, Oakland Schools Library and Dick Beer, Law Library.

2. Approval of the minutes.

RESOLUTION 84-11: Baruch moved that the minutes be accepted as presented. Keane, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-12: Keane moved that the bills presented be paid. Baruch, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

No one wished to be heard at this time.
Items 4a, b, c, and d noted and filed.

5. WOLF - Whitaker.

Whitaker reported:

- Work continues on the automated circulation system. They now have 100,000 patrons registered.
- The multiplexer problem has been solved.
- Two new committees of WOLF members have been established: Goals and Objectives and Financial Planning.

6. County Librarian's report - Jose.

Written report noted and filed.

Dohany asked the Board to affirm the Chairperson's decision to follow past policy of providing a free copy of the OAKLAND COUNTY UNION LIST OF SERIALS to participating public libraries in Oakland County.

RESOLUTION 84-13: Keane moved that the Library Board affirm their policy of providing a free copy of the OAKLAND COUNTY UNION LIST OF SERIALS to participating public libraries in Oakland County from Library Board funds. Baruch, second. Motion carried.

7. Institutional Library Technician's report - Willing.

Written report noted and filed.

8. Law Library - Beer.

Beer excused.

9. Subregional Library - Hund.

Hund distributed the February statistics to the Board.

Hund reported:

-The Subregional had received from Philip Slomovitz of the JEWISH NEWS, a Pelco Electronic Visual Aid System valued at \$1,600.00. Jose was directed to write a letter to Mr. Slomovitz thanking him for the gift.

-Plans for the Open House are progressing. Unfortunately Bud Guest will be unable to be a speaker at the Open House.

-As the result of a request she had received, the Rochester Lions Club may help to purchase a low vision aid for Oakland University.

10. Reference Hotline - Bostick.

Bostick distributed February statistics to the Board.

Bostick noted that the Grants Office had notified her that the Hotline 1983 budget had a balance of \$989.48. She asked the Board if they would approve the transfer of these funds to the 1984 budget to be used for a student assistant during the Spring and Summer terms and the remainder for computer searching. Discussion followed.

RESOLUTION 84-14: Baruch moved that the Board approve the allocation of the balance of 1983 Hotline funds in the amount of \$989.48 to the 1984 budget for a student assistant during the Spring and Summer terms with the balance to be used for computer searching. This action is subject to review of the 1984 budget by Dohany and Jose. Keane, second. Motion carried.

11. Oakland Schools Library - Cross.

Cross excused.

12. Old business.

Item 12a: Resolution from the Public Library Trustee Association of Oakland County. (Tabled at the February 15th meeting.) Among the concerns discussed by the Board were: the effect on County expenditures due to lost revenue, the wording contained in the resolution, and the necessity of developing a system of distribution that is workable for all parties involved. Baruch recommended that the Board continue to work as a liaison between the County, District Courts and Public Libraries. The rest of the Board concurred. It was decided to leave the resolution tabled. Dohany will continue to discuss the topic with County officials and will communicate the Board's concerns to the Trustee Association. Jose will check with the Director of the Saginaw Library regarding their distribution system.

Item 12b: Request for funding: Oakland County Literacy Program. Gaylor gave a brief resume of the request for funding that had been prepared by Bob Rodgers of Oakland Schools. The request to the Board was for funding in the amount of \$5,400.00 for a half-time Literacy Coordinator for a 27 week period. Oakland Schools will be covering an equal amount of funding through office space, telephone, secretarial support and administration of the project. The Literacy Committee is working to have a grant in place to assume funding of this office before the end of the 27 week period. Discussion followed.

Baruch moved that the Board approve the request of \$5,400.00 for the Literacy Coordinator to be paid from Library Board funds. Jackson, second. Discussion followed. Jackson moved to amend the motion to include that if a grant is received before the expiration of the 27 weeks, that the unused portion of funds would be returned to the Library Board. Gaylor seconded the amendment. The amendment carried.

RESOLUTION 84-15 (as amended): That the Board approve the request of \$5,400.00 for the Literacy Coordinator to be paid from Library Board funds with the stipulation that if a grant is received before the expiration of the 27 weeks, that the unused portion of these funds will be returned to the Library Board. Motion carried.

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13. New business.
None.

14. Comments from the Audience.
None.

15. Meeting adjourned at 10:19 a.m. Next meeting will be held on April 4, 1984 at the Executive Office Building, Conference Room 105/6.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
April 4, 1984
Executive Office Building
Conference Room 104

Meeting called to order at 9:07 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Leonard Baruch, Dr. William Keane, Bert Jackson and Robert Gaylor.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Jennie Cross, Oakland Schools Library; Doug Whitaker, WOLF; Sharon Bostick, Reference Hotline; Dick Beer, Law Library; Suzanne Frankie, Dean of the Library-Oakland University; Susan Watson, Troy Public Library Trustee; and Martha Sue McDermott, Library Technician. Excused: Carole Hund, Subregional Library.

2. Approval of the minutes.

RESOLUTION 84-16: Jackson moved that the minutes be accepted as presented. Keane, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-17: Jackson moved that the bills presented be paid. Keane, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

Dohany welcomed Susan Watson to the meeting.
Item 4a: Letter to Roger Ashley. Discussion followed.

9. Reference Hotline - Bostick (Item moved forward to this point in the agenda)

Dean Frankie of Oakland University was introduced to the Board. She noted that she was very impressed with the concept of the Hotline and the partnership with an academic library. Frankie noted that in the seven months that she has been at Oakland University she has been reviewing both the Hotline and Library operations and cited some very substantial growth statistics.

A significant development that will affect the future of both the Hotline and Kresge Library will be an announcement this fall by the University of a \$15 million development campaign. A top priority is a 55,000 foot addition to the Library.

Two internal changes will affect the Hotline. 1) Study has revealed duplication of services in the Hotline and Interlibrary Loan offices. Therefore, these two operations have been merged. This will give the Hotline better coverage with two clerical staff and two student assistants with Bostick serving as director. 2) In the past the Hotline Librarian's position has been classed as that of a visiting professor for union purposes for which the Union has granted an exemption. The Union, however, last October gave notice that the present exemption will be the last and that by August 1985 the University must have a more permanent resolution for this position. Frankie has asked the University to make this a full time faculty position and she has received verbal agreement from the University Administration that they agree to this. They will have to post this position and advertise nationally; screen and interview applicants. Discussion followed.

Bostick distributed the March statistics to the Board.

She also noted that her March 23rd address to the Michigan Academy of Arts, Sciences and Letters regarding the Hotline had been very well received.

5. WOLF - Whitaker.

Whitaker noted the following:

-Interlibrary loan requests continue to increase. The Region of Cooperation received almost 9,000 requests last year. There is a tremendous need for information and materials and he believes this need will continue to grow.

-To meet these changing needs, WOLF has been engaged in planning for the future. Externally, two new committees of member libraries have been formed: Goals & Objectives and Financial Planning. Internally, WOLF has been working to determine how to best utilize staff time, skills and interests. The staff has provided much input into this process.

-WOLF has a new business manager who will begin next week.

-WOLF's quarterly meeting was held on March 23rd at the new West Bloomfield Twp. Library. Whitaker noted that they have used color in a very distinctive manner.

-Whitaker also noted that he had attended an informal Open House at the Brandon Township Library during March. The new addition has almost doubled their space and given them a better traffic flow as well as much needed storage space.

6. County Librarian's report - Jose.

Written report noted and filed.

Jose commented briefly on the following:

-She and Dohany had reviewed the 1984 Hotline budget and approved the transfer of the balance of 1983 funds to the 1984 budget.

-She and Gaylor had met with Bob Rodgers of Oakland Schools to select a Literacy Office Coordinator. Cathy Weiss has been hired and she will attend the May Board meeting.

-Orion Township Library had a Laubach Tutor Training Workshop and approximately 22 tutors were certified.

-Royal Oak Public Library has a Tutor Training Workshop scheduled in mid-April with 20 to 22 people registered.

-167 O.C.U.L.S. and 84 binders have been distributed.

-The Board had received the Reference Library's March statistics in their handouts. Discussion followed.

7. Institutional Library Technician's report - Willing.

Written report noted and filed.

Willing noted that she had received an excellent response to the list of poetry resources on last month's book list.

8. Law Library - Beer.

Beer noted that the Law Library has been maintaining status quo with two emergency salary staff members.

He has begun analysis work on the entire Law Library operation which will probably take another two or three months.

10. Subregional Library - Hund.

Hund excused.

Jose noted that the Board had received the Subregional statistics for March.

She also noted that the Subregional Open House is April 14th and that the Board will be receiving invitations this week.

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11. Oakland Schools Library - Cross.

Cross noted the following:

-She was glad to be back at work after her recent illness and is working hard to catch up.

-Walls have now been constructed around the Microcomputer Demonstration Center on the second floor to create a classroom or lab type area. They are receiving new equipment and the wiring should be completed soon.

-Next week she will be attending a meeting of the Depository Librarian's Council to the Public Printer in Atlanta.

-She noted that at the OAKLAND COUNTY UNION LIST OF SERIALS membership meeting on March 28th she had officially become the chairperson. The topic of their first meeting next fall will be sharing resources.

12. Old business.

Jackson asked about Oakland Schools earth station and whether schools could tie into it. Keane gave a brief report on the earth station and some of the complexities of use and ownership. Discussion followed.

13. New business.

None.

14. Comments from the Audience.

None.

15. Meeting adjourned at 10:09 a.m. Next meeting will be held May 2, 1984 at 9:00 a.m. in Conference Room 105/6 of the Executive Office Building.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
May 2, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:06 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Leonard Baruch, Dr. William Keane, and Bert Jackson. Excused: Robert Gaylor.

Also present were: Shirley Willing, Institutional Library Technician; Jennie Cross, Oakland Schools Library; Dick Beer, Law Library; Carole Hund, Subregional Library; Cathy Weiss, Oakland County Literacy Office Coordinator; Sharon Bostick, Reference Hotline; and Martha Sue McDermott, Library Technician. Excused: Phyllis Jose, Reference Library Director/County Librarian and Doug Whitaker, WOLF.

2. Approval of the minutes.

RESOLUTION 84-18: Jackson moved that the minutes be accepted as presented. Keane, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-19: Baruch moved that the bills presented be paid. Jackson, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

No one wished to be heard at this time.
Items 4a-4e noted and filed.

5. WOLF - Whitaker.

Whitaker excused.
The Board had received the February 1984 circulation statistics in their mailing. Dohany noted that WOLF's new business manager is Janice VanderHull.

6. Oakland County Literacy Office report - Weiss.

Keane introduced Weiss to the Board.

Weiss distributed both a flow chart outlining the functions of the Literacy Office and a status report of activities. In her explanation of the flow chart Weiss noted that the national public service announcements would begin August 20th during Adult Education Week. The Literacy Office will be doing local spots as well as distributing information through the libraries with flyers and meetings.

She noted that volunteer response has been excellent. Part of her job will be to set up tutor training for the volunteers. She and Dr. Bob Rodgers of Oakland Schools are also planning some supplementary training for the tutors. Weiss would like to encourage the tutors to keep in contact with the Literacy Office.

She noted that the Literacy Office will be working basically with people who read below the 6th grade level. When the non-readers contact the office she will be matching them with the tutors. They estimate that the clients will receive between 40-60 hours of instruction. They hope at that point the clients will be able to transfer to Adult Basic Education Programs. Weiss noted that some clients have had enough skills to be referred to these programs already.

She also noted that the Special Education Services will be used for students who are mentally and/or emotionally impaired. Dr. Rodgers will provide her with a list of people to contact in those agencies.

6. Oakland County Literacy Office report-continued.

In explaining the status report Weiss noted that much of the month has been spent in organizing and setting up files. A few students had already been placed with tutors. Additional time was spent arranging tutors for students who were still waiting. Six students still do not have tutors because there is no one trained in their geographic area.

Weiss briefly explained about the student and tutor data, the Royal Oak Public Library workshop, future training workshops, and the May 3rd Oakland County Literacy Committee meeting. Discussion followed.

7. County Librarian's report - Jose

Jose excused to attend MLA Legislative Committee meeting in Lansing.

Written report noted and filed.

8. Institutional Library Technician's report - Willing.

Written report noted and filed.

Willing commented briefly on her report.

9. Law Library - Beer.

Beer reported that the May 1st Law Day had drawn about 700 people, mostly high school students, to tour the Court House. He had spoken to about 300 people in the Law Library.

He also distributed a pamphlet describing the Law Library and its services which had been printed by the Law Library Foundation.

Beer also noted that he had spoken regarding law materials at the April 6th meeting of Government Documents Roundtable (GODORT) at Oakland University.

10. Subregional Library - Hund.

Hund distributed the Subregional's April 1984 statistics and two articles regarding the Open House.

She noted that April had been busy with the Open House, the Health-O-Rama, a Subregional Library Workshop in Lansing, and a display booth at the Novi Special Opportunities Fair.

Hund displayed a L.S.C.A. booklet in which the Subregional had been mentioned twice very positively.

The Subregional was recently evaluated by the Regional Library on the new subregional library standards. She has received the written evaluation and will be meeting with Margaret Wolfe of the Library of Michigan. She will then provide the Board with the written evaluation and Ms. Wolfe's comments.

The Open House was successful. There were between 185-225 guests in attendance.

11. Reference Hotline - Bostick.

Bostick distributed the April statistics and gave a brief report.

12. Oakland Schools Library - Cross.

Cross noted that GODORT will be holding a meeting at Meadowbrook Hall on May 23rd at which Michael DiMario, Superintendent of Documents, will be speaking.

The Michigan Chapter of Special Libraries Association will be holding their annual meeting at the Eleanor and Edsel Ford Home in Grosse Pointe on May 15th. This meeting is also a continuing part of SLA's 75th anniversary.

Cross distributed the following handouts:

-A price list of media materials available from Oakland Schools

-A video inservice flyer

-A talent tips do's and don'ts for video applications

-A memo regarding Apple Microcomputer Co-op purchasing

She also noted that the new Computer lab is finished.

Oakland County Library Board Minutes

May 2, 1984

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13. Old business.
None.

14. New business.
None.

15. Comments from the Audience.
None.

16. Meeting adjourned at 10:00 a.m. Next meeting will be held on June 6, 1984, at 9:00 a.m., at the Executive Office Building, Conference Room 105/6.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
June 6, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:07 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Dr. William Keane, Robert Gaylor, and Bert Jackson. Excused: Leonard Baruch.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Doug Whitaker, WOLF; Cathy Weiss, Literacy Office; Sharon Bostick, Reference Hotline; Carole Hund, Subregional Library; Lori Nixon, Reference Library; and Martha Sue McDermott, Library Technician. Excused: Dick Beer, Law Library.

Jose introduced Lori Nixon, the Reference Library's summer employee, to the Board.

2. Approval of the minutes.

RESOLUTION 84-20: Keane moved that the minutes be accepted as presented. Gaylor, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-21: Gaylor moved that the bills presented be paid. Keane, second. Motion carried.

4. Correspondence, Announcements, and Call to the Audience.

No one wished to be heard at this time.

Items 4a-c and handouts #2 and #3 noted and filed.

5. WOLF - Whitaker.

With the exception of two libraries, the automated circulation system has been installed in the Phase I libraries. However, the system will be down most of the month for the loading of the book tapes and other software.

The other item he wished to discuss concerned the Wayne Oakland Region of Interlibrary Cooperation. Jose and Whitaker are Region Board members. He noted that the Region has been notified by the Library of Michigan of a change in auditing policy which will require a change in the way Michigan Regions use Federal monies.

As the result of an audit conducted in Illinois, new rules have been adopted by which all Federal monies must be expended by the end of the fiscal year received. In addition, all goods or services purchased must be received as well. In the past Regions were allowed to accrue funds for future use. Over the years the Region has built up a reserve of \$31,000.00 on deposit with the Michigan Library Consortium. The Region had made and approved plans for the expenditure of these funds but this new ruling necessitates changing those plans. They are now looking at new ways to expend the money that will have long term benefits. The Region's basic commitment has always been to improve and increase the amount of interchange between the different types of libraries.

Discussion followed regarding possible expenditures of these funds. Whitaker hopes to have more information concerning this by August.

Whitaker also announced that Barbara Walker has been named head of the Film Department.

6. Oakland County Literacy Office - Weiss.

Weiss noted that the Literacy Office has placed 22 students with tutors; 14 students, mostly from outlying areas, are awaiting placement; and 42 volunteers have been trained.

Two additional training sessions have been held: May 12th a supplementary tutor training session was held at the Bloomfield Township Library; and May 18th and 19th Laubach Tutor Training was held at the Waterford Township Library.

Another Laubach Training session is scheduled for June 25th and 28th and will be held at Bloomfield Township Library.

Weiss expressed special thanks to Jill Lewis, Avon Township Library, and Karen O'Connor, Waterford Township Library, for their help in training and recruiting.

She has been working on publicity. Press releases have gone to all the local newspapers. The WATERFORD REMINDER is doing a feature article in this week's edition. Releases have also been sent to the radio stations.

Weiss has also contacted the City of Pontiac Community Relations Department and they have offered to help recruit volunteers.

She is distributing flyers to the Oakland County Health Department for their nursing staff to give to clients.

The Oakland County Literacy Committee has had three meetings in the last month and the grant is in final draft form. They hope to submit it by late June.

Gaylor noted that the Literacy Committee had hoped to distribute flyers with Pontiac Motors' paychecks but that was not possible. An article is supposed to appear in each of the five General Motors' in-house publications. Discussion followed.

Cross distributed to the Board the current edition of THE OAKLAND APPLE whose lead article is on the Literacy Office.

7. County Librarian's report - Jose.

Written report noted and filed.

Jose commented briefly on the following:

The 1985 proposed budget will be considered at the July 11th Board meeting.

She gave a brief resume of the May 2nd Legislative Committee meeting in Lansing. A compromise payment schedule for penal fines had been worked out by the Committee for recommendation to the MLA Executive Board, but the Library of Michigan found that plan unacceptable. It will probably come before the Committee again at their next meeting.

It had been erroneously reported at the last Legislative Committee meeting that the McGee bill, H.B. 5386, calling for elected Township Library Board candidates to run on the partisan ballot had passed. It has now passed but was amended to have candidates run on the non-partisan or partisan side of the ballot in 1984 and on the non-partisan ballot after that, thus creating some confusion for the candidates.

Jose also touched briefly on the Literacy Committee meetings, the annual meeting of the Public Library Trustee Association of Oakland County on May 7th and the meeting on May 16th of the Wayne Oakland Region of Interlibrary Cooperation Board.

Jose also noted her participation in the Southfield Arts Festival '84.

8. Institutional Library Technician's report - Willing.

Written report noted and filed.

Discussion followed regarding the Southfield Jail contract.

9. Law Library - Beer.

Beer excused.

10. Reference Hotline - Bostick.

Bostick distributed the May 1984 statistics to the Board.

Bostick noted that she and her assistant, Terri Julien, will be continuing their library visits.

11. Subregional Library - Hund.

Hund noted that the Board had received the Subregional's statistics.

She announced that the Subregional had received a \$500.00 gift from the American Association of University Women.

Articles about the Subregional appeared in the LIBRARY OF MICHIGAN/LIBRARY OF THE BLIND AND PHYSICALLY HANDICAPPED NEWSLETTER and the LIBRARY OF MICHIGAN NEWSLETTER.

Margaret Wolfe did come and review the Subregional's evaluation reports with Hund. The Subregional received very satisfactory evaluations and was almost ideal in its standards. She noted that while the Subregional is the largest in terms of patrons served and circulation, financially it is not the largest in expenditures. Hund also noted that the evaluation is in three fairly large reports and that it is necessary to have all three for comparison purposes. Therefore, she did not copy the reports for the Board but would be glad to circulate copies to the Board members if they would like them. Discussion followed.

Hund noted that she will not be at the July meeting as she will be in New York City for the National Library Services Conference.

The Subregional is again running its Summer Reading Club.

12. Oakland Schools Library - Cross.

Cross noted that she had attended the Special Libraries Association's annual meeting held at the Eleanor and Edsel Ford home in Grosse Pointe.

She had also attended the GODORT meeting held at Meadowbrook Hall and Bostick had been elected treasurer of that organization.

13. Old business.

None.

14. New business.

None.

15. Comments from the Audience.

None.

16. Meeting adjourned at 9:49 a.m. Next meeting will be held July 11, 1984, at 9:00 a.m. Executive Office Building, Executive Conference Room, 2nd floor.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Martha Sue McDermott
Acting Secretary

Oakland County Library Board Minutes
July 11, 1984
Executive Office Building
Executive Conference Room, Second Floor

Meeting called to order at 9:00 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Dr. William Keane, Leonard Baruch, and Robert Gaylor. Excused: Bert Jackson.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Doug Whitaker, WOLF; Jennie Cross, Oakland Schools Library; Cathy Weiss, Literacy Office; Lane Fichtenau, Law Library; Sharon Bostick, Reference Hotline; Suzanne Frankie, Oakland University; Gordon Lewis, Farmington Community Library; Lori Nixon, Reference Library and Martha Sue McDermott, Reference Library Technician. Excused: Carole Hund, Subregional Library.

2. Approval of the minutes.

RESOLUTION 84-22: Keane moved that the minutes be accepted as presented. Dohany, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-23: Baruch moved that the bills presented be paid. Keane, second. Motion carried.

4. Correspondence, Announcements, and Call to the Audience.

No one wished to be heard at this time.

Item 4a noted and filed.

5. WOLF - Whitaker.

Circulation statistics for April and May 1984 noted and filed.

The major item that Whitaker wished to discuss was the forthcoming vacancy on the WOLF Board due to the retirement of Ernest Sauter upon the conclusion of his term at the end of the fiscal year. This vacancy is to be filled from the large library group. Jose noted that a letter has been sent out by the Public Library Trustee Association of Oakland County to the libraries involved asking for nominations and spelling out the duties of a Board member.

Janice VanderHull, the new business manager, has been doing some internal reorganization of the Business Office.

The Automation project has entered a new phase with the loading of the book tapes. This is expected to take about six weeks and is the last procedure to be done before libraries begin book-linking procedures.

Discussion followed.

6. Oakland County Literacy Office - Weiss.

Weiss' report included the following:

Statistical information: 29 students are presently being tutored; 6 students are awaiting placement; 36 volunteers wish to be trained; and 11 volunteers were trained at the June 25th and 28th training workshop held at the Bloomfield Township Library.

Publicity: The Literacy Office has contacted all the local American Legion Posts (the Legion is making literacy one of their ongoing projects); the Oakland Volunteer Bureau; the Volunteer Action Center; and information has been sent to the cable television companies. Flyers have been distributed to the Michigan Employment Security Commission and Social Security Offices.

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July 11, 1984

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Several people have called in response to the article in the Pontiac Motors' in-house publications. The Literacy Office phone number was given out on Kelly & Company and they have received calls as a result of that program and through the 800 number.

Grant: The Oakland County Literacy Committee has submitted the grant proposal to: B. Dalton, Gannett Publishing and McGraw-Hill. Jose noted that she had forwarded copies of the grant proposal to Jean Coleman of the ALA Literacy Office and Eileen Cooke of the ALA Legislative Office. Cooke's copy was sent to assist ALA in securing funds for the LSCA title dealing with literacy programs.

The Literacy Office received a \$100.00 donation from Jennie Cross and will use it to purchase Laubach materials.

Weiss and Dr. Bob Rodgers went to Ann Arbor to meet with the Washtenaw County Literacy Council and will be going to Lansing to meet with Linda Belnapp of the Education Department.

Baruch gave Weiss the literacy materials he had acquired at the ALA Conference in Dallas and noted that literacy had been an important topic at the Trustees' meetings. He also spoke regarding Dr. Dorothy Duggan, of Bridgeport, CT., who had received an award from ALA for instructing teachers in her unique method of literacy tutoring. Her method teaches a non-reader to read in 24-contact hours using a newspaper. Baruch met her and noted that she is willing to speak to other groups. Weiss noted that she is looking for a key-note speaker for the general membership meeting in September and will contact Dr. Duggan.

Item 6a: memo requesting funds for payment of the national Laubach Literacy Council dues for the Oakland County Literacy Council in the amount of \$25.00.

RESOLUTION 84-24: Keane moved that the Laubach Literacy Council dues be paid. Gaylor, second. Motion carried.

7. 1985 Proposed Budget: moved to last item on the agenda.

8. County Librarian's report - Jose.

Jose gave a brief resume of her County Librarian's report for June and her ALA Conference Report. Both noted and filed. Baruch also discussed his ALA Report.

Reference Library statistics for May and June 1984 noted and filed.

9. Institutional Library Technician's report - Willing.

Written report noted and filed. Jose noted that she had included the wording for the Southfield Jail contract with Willing's report to the Board.

Willing will visit the Southfield Jail facility on July 12th.

She attended graduation ceremonies for the County Jail inmates.

Shelf space is still a problem at the work release facility but Willing has discovered that the Trusty Camp has a wood shop; and she will try to see if they can build some shelves.

10. Law Library - Beer.

Lane Fichtenau reported in Beer's absence. The Law Library staff has been able to delegate several routine jobs to their summer students which allows the staff to work on their backlog of items, such as cataloging.

Ann O'Reilly and Carol Mueller of the Southfield Public Library had been to the Law Library to learn to use the WESTLAW terminal. The Southfield Library is purchasing WESTLAW.

11. Subregional Library - Hund.
Hund excused.

12. Reference Hotline - Bostick.

Bostick distributed the Hotline's statistics for June 1984. She noted that the statistics show that usage continues to increase. She is doing more on-line searching. Lower postage costs indicate that batching is definitely working.

Bostick also attended the ALA Conference in Dallas--attending many meetings regarding on-line usage.

13. Oakland Schools Library - Cross.

Cross noted that Oakland Schools has the services of two Michigan Youth Corps people: one in the Library and the other in the Film Library.

They have received some new equipment for the Film Library and will be receiving bids for some new equipment for the Video Taping Department.

14. Old business.
None.

15. New business.
None.

7. 1985 Budget request.

Dohany explained to the Board some of the problems facing the County. These include reduced revenues caused by tax increment finance authorities and other tax-reducing programs as well as unexpected expenses such as the replacement of the Jail roofing. Therefore, changes have been made in the budget procedures for 1985; and all departments and divisions have been ordered to reduce their 1985 proposed budgets by 2½% from their 1984 adopted funding levels.

The Reference Library has done this in the budget proposed to the Library Board, but the Hotline and Subregional Library have each asked for increases that they feel are justified. They have both stated that it is impossible for them to cut their proposed budgets by 2½%. Discussion followed.

Board members felt that the Hotline and Subregional Library budgets should be submitted as requested; but that they should be submitted as separate County expenditures, not as part of the Reference Library/Library Board budget. This would allow these items to be submitted as requested while not resulting in further reductions for the Reference Library.

RESOLUTION 84-25: Gaylor moved that Jose prepare a second budget for the August 1st Library Board meeting showing the Hotline and Subregional Library items submitted as requested, but as separate County expenditures. Keane, second. Motion carried.

16. Meeting adjourned at 10:16 a.m. Next meeting will be August 1, 1984, at 9:00 a.m. in the Executive Office Building, Conference Room 105/6.

Respectfully submitted,

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
August 1, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:03 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Dr. William Keane, Robert Gaylor, Leonard Baruch and Bert Jackson.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Doug Whitaker, WOLF; Cathy Weiss, Literacy Office; Carole Hund, Subregional Library; Sharon Bostick, Reference Hotline; Lori Nixon, Reference Library; and Martha Sue McDermott, Library Technician.
Excused: Jennie Cross, Oakland Schools Library and Dick Beer, Law Library.

2. Approval of the minutes.

Keane inquired of Weiss the correct first name of Dr. Duggins. Correction noted: Dr. Lydia Duggins.

RESOLUTION 84-26: Baruch moved that the minutes be accepted as corrected. Gaylor, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-27: Keane moved that the bills presented be paid. Baruch, second. Motion carried.

GEAC billing:

Jose noted that a bill for the Bibliographic Automation Development Fund had been received from WOLF in the amount of \$380.37 for services from 7/1/84 to 9/30/84. Jose asked Whitaker whether the telephone charge for May was an actual cost or whether this included an installation charge. Whitaker noted that the telephone charge was a quarterly billing and could possibly include an installation fee. Discussion followed. Dohany asked Whitaker if the terminals were functioning. Whitaker noted that the terminals are capable of being functional but were off while they were loading bibliographic records and other software. This installation may take as long as eight to ten weeks to complete. Further discussion.

Gaylor inquired whether a line item should be created for these costs in the proposed 1985 budget. Dohany noted that this could be a topic for discussion when the proposed budget was considered.

RESOLUTION 84-28: Keane moved that the Board approve the expenditure of \$380.37 from the Library Board Fund to pay the Bibliographic Automation service charges for the period of 7/1/84 to 9/30/84. Gaylor, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

No one wished to be heard at this time.

Item 4a: letter to D. Borgsdorf, City Administrator of Southfield noted and filed. Response to this letter is contained in Willing's report.

5. WOLF - Whitaker.

Whitaker noted that the major item on the WOLF Board agenda for August 9th will be the examination and approval of the WOLF proposed budget for fiscal year 1984-1985. It will be the fourth consecutive hold-the-line budget in an effort to keep the members' costs at the previous year's figures. He noted that WOLF and the other public library cooperatives increasingly need the higher level of funding that P.A. 89 created and authorized. They understand that plans are being formulated at the Library of Michigan to phase in this increase over a three to four year period.

Whitaker reported that the Computer-Pix Reading program for Young Adults has been rewritten and has been very successful this year.

6. Oakland County Literacy Office - Weiss.

Weiss reported the following:

-Statistical data: 36 students are being tutored; 6 are awaiting placement; and 46 volunteers desire training. The Oakland County Volunteer Bureau has been an excellent source of volunteers.

-A Laubach training workshop will be offered at Oakland Schools the evenings of October 9th, 11th and 16th.

-She has received very positive input from the tutor survey.

-She and Dr. Rodgers had met with Linda Belnapp of the Michigan Adult Literacy Initiative which is an effort by the State of Michigan to coordinate services and funding to literacy groups in the State. They also maintain a directory and the Oakland County Literacy Office is now included. This group is holding a conference on August 22nd in Lansing and several members of the Literacy Committee will attend.

-The Board has received a memorandum stating the Literacy Committee's intent to invite Dr. Lydia Duggins of the University of Connecticut to speak at their first annual general membership meeting in September. Discussion followed.

RESOLUTION 84-29: Baruch moved that the Board approve the expenditure of \$301.00 from the Library Board Fund towards the costs of this program. Keane, second. Motion carried.

Baruch asked Dr. Keane if he thought the School Superintendents and Adult Education Directors in Oakland County would be interested in this program. Dr. Keane answered in the affirmative and will send out the appropriate invitations.

Gaylor noted that the grant proposal has had some interesting aspects. McGraw-Hill has referred them to the State of Michigan, and the State has referred them to McGraw-Hill. Discussion followed regarding the American Library Association and the grant proposal.

7. County Librarian's report - Jose.

Written report and WOLF Adult Reference Committee Annual Report noted and filed.

Jose noted the following:

-The WOLF Adult Literacy Subcommittee is putting together a final grant request package.

-The WOLF Adult Reference Committee's Annual Report and the fact that they had done a series of four posters regarding Adult Literacy.

-The Board had received invitations to Beth Titus' farewell tea.

-The Reference Library's July statistics.

-The draft of the Long-Range Plan for the Library of Michigan. There is to be a public hearing on August 17th in Lansing.

8. Institutional Library Technician's report - Willing.

Written report noted and filed.

Willing noted the following:

-That Doug Zyskowski, Director of Southfield Public Library, had obtained shelving for the Southfield Jail facility. Willing will be visiting the facility every Wednesday afternoon.

-The Work Release facility is building a "quiet room" in the basement of the building and there is supposed to be shelving installed for reading materials.

-It has been a busy month for requests.

-The requests for legal materials at the Southfield facility. Discussion followed.

9. Law Library - Beer.

Beer excused.

10. Reference Hotline - Bostick.

Bostick noted that she did not have the official July statistics as yet. However, a quick tabulation indicated that there was roughly a 12.3% increase in July. Included in the memorandum from Dr. Frankie, which the Board received in today's handouts, was a year-to-date comparison for January through June, 1983/1984, which shows a 10.5% increase in 1984. A twelve year comparison is included which shows percentages of cost increases, the consumer price index, and estimated costs per transactions. Dohany noted that this information should be included with the budget request.

Bostick also noted that she and Teri Julien are continuing their library visits.

11. Subregional Library - Hund.

July statistics and the current issue of the ROUND REVIEW were distributed to the Board.

Hund noted the following:

-An increase in new readers.

-Three of her staff will be leaving in the next month and a new trainee began yesterday.

-The Summer Reading Club is going very well and they have received some excellent prizes to award at the closing party.

-The National Library Services for the Blind and Handicapped Conference she had attended in New York had been very well organized and well attended. Of special interest had been the automation meetings. Because both the Library of Michigan and the National Library Services are looking for funding for automation, Hund is going to table her efforts to obtain automation for the Subregional. Discussion followed.

-Stations WJR and WQRS have been running the PSA's regarding services for the blind and physically handicapped. WDIV, Channel 4, has been doing the spot announcements as well. Hund was interviewed on a radio "call in" show on station WEXL and a number of calls were received regarding the need for the service and how to obtain such a service.

Gaylor asked Hund if bookstores were stocking more large print materials. Hund replied that more bookstores are stocking a small collection of large print materials because the demand isn't large enough yet. Discussion followed.

Baruch noted that there had been an excellent article on Aging in the Monday, July 30, 1984, WALL STREET JOURNAL. Discussion followed.

12. Oakland Schools Library - Cross.

Cross excused.

13. Old business.

The 1985 proposed budget. Jose gave a brief overview of the revised proposed budget. She has indicated in the cover memorandum to Mr. Chisholm that the Hotline and Subregional Library's budgets are being handled separately; and that it was unfortunate that while all library use is increasing the funding will be decreasing. Discussion followed.

Baruch noted that the Hotline services are a very cost effective way to provide information when compared to what it would cost the individual libraries to obtain this type of service on their own.

Keane requested that the GEAC maintenance costs be included in the budget. The rest of the Board concurred.

RESOLUTION 84-30: Gaylor moved the adoption of the proposed 1985 budget incorporating the inclusion of the GEAC system costs with the corresponding amount to be taken from the materials budget to retain the overall 2.5% reduction. Jackson, second. Motion carried.

14. New business: Penal fines.

RESOLUTION 84-31: Baruch moved that the Board authorize the distribution of penal fines for 1984. Jackson, second. Motion carried.

15. Comments from the Audience.
None.

16. Meeting adjourned at 10:15 a.m. Next meeting will be held Wednesday, September 5, 1984 at 9:00 a.m. in the Executive Office Building, Conference Room 105/6.

Respectfully submitted,

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
September 5, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:02 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Leonard Baruch, Dr. William Keane, Robert Gaylor and Bert Jackson.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Doug Whitaker, WOLF; Jennie Cross, Oakland Schools Library; Cathy Weiss, Literacy Office; Sharon Bostick, Reference Hotline; Carole Hund, Subregional Library; Dick Beer, Law Library; and Martha Sue McDermott, Library Technician.

2. Approval of the minutes.

RESOLUTION 84-32: Baruch moved that the minutes be accepted as presented. Keane, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-33: Gaylor moved that the bills presented be paid. Baruch, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

No one wished to be heard at this time.
Items 4a-4f noted and filed.

5. WOLF - Whitaker.

Whitaker noted that a WOLF Board election will be held September 6, 1984 for two seats representing the non-administered libraries in Wayne County (Grosse Pointe, Livonia, Canton, Plymouth, Northville and Riverview). The slate has three candidates: Frank Slayton, Grosse Pointe; William Simmons, Southgate; and Dr. James Gilley, Canton. The voting will take place at 1:00 p.m. at the WOLF Service Center.

The WOLF Board will meet to approve the 1984-85 budget next week. An open hearing on the proposed budget will be held one hour prior to the Board meeting.

The automation process has improved considerably. There are 185,000 bibliographic records in the computer and 180,000 patron registration records. They hope to be ready by the end of the week to begin the final process: the linking of the bibliographic records with the book title barcodes. Some of the progress is due in part to two letters sent to Geac warning them that they were in violation of the contract.

Circulation statistics for June and July 1984 were noted and filed.

6. Oakland County Literacy Office - Weiss.

Weiss noted the following:

-She had received a telephone call from the Michigan Department of Education asking her to serve on a committee to plan an organizational meeting to be held in October for people interested in literacy in Oakland and Macomb Counties.

-Statistics: 36 people are presently being tutored; 16 people are waiting for placement; and 70 volunteers would like to be trained.

-The October training session is one-third full at this time.

-Several Literacy Committee members attended the Michigan Literacy Initiative meeting that was held in Lansing. Harold McGraw, of McGraw-Hill Book Publishers, spoke and was very inspiring. Weiss and Dr. Keane spoke with Dr. Gillum, of the Michigan Dept. of Education, who noted that there is a possibility of some funds being available in January.

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6. Oakland County Literacy Office continued.

-Weiss noted that there has been some response to the grant proposal. Gaylor gave a brief resume of his meeting with Bruce McIntyre, publisher of the OAKLAND PRESS, whose parent corporation is Capital Cities Communication Corporation. Mr. McIntyre was very enthusiastic about the concept of eliminating illiteracy and offered some very good suggestions regarding the grant proposal. They also talked about the Literacy Council's annual meeting September 19th with Dr. Lydia Duggins. McIntyre said that the OAKLAND PRESS would underwrite the cost of one speaker's expenses.

Arrangements are underway for Dr. Duggins and her associate to speak to the OAKLAND PRESS Staff on September 20th. The Committee is also trying to arrange for Dr. Duggins to make other publicity appearances.

-Publicity: Weiss did two radio interviews and was interviewed for an article in the SPINAL COLUMN. Station WJOI has been running spot announcements.

-Weiss also met with the Literacy Coordinators from Macomb, Western Wayne and Washtenaw Counties to discuss mutual problems and the coordination of publicity. They also discussed the possibility of helping to form a literacy committee in the City of Detroit. Discussion followed.

-Weiss was asked about the agenda for the annual meeting. The meeting will be held from 7:00 to 10:00 p.m. with the first hour devoted to a business meeting. Proposed by-laws and a slate of officers will be presented. Following the business meeting, Dr. Duggins and her associate will make their presentation. Discussion followed.

7. County Librarian's report - Jose.

Jose noted the following:

-The Board had received her written report and the August statistics for the Reference Library.

-Congratulations to Addison Township Library and Orion Township Library on the passage of their millage issues.

Jose provided the Board with an update on the 1985 proposed budget.

8. Institutional Library Technician's report - Willing.

Willing noted that the Board had received her written report and commented briefly on: the book sales attended, library site visits, the quiet room at the work release facility and posters for the learning center.

Jose noted that item 8a was a letter from Marge Tinsley of the Metro Detroit Book and Author Society thanking us for our application for the H.G. Johnston Award but notifying us that the judges had decided to present the award to the Madison Heights Public Library.

9. Law Library - Beer.

Beer distributed the Law Library's statistics for July 1984. Discussion followed.

10. Subregional Library - Hund.

Hund noted:

-The Board had received the Subregional's August statistics.

-The Summer Reading Club party had gone very well.

-Former Governor George Romney has been doing some campaigning for the Subregional in the form of letters to the County Commissioners.

-She had received a letter from Curt Silkey, Director of the National Library Service, in response to a letter she had written him concerning some questions and comments that she felt he had not answered adequately during the Open Forum held at the recent National Library Conference in New York. He will be coming to Michigan in October and will meet with Hund in an effort to resolve these problems.

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11. Reference Hotline - Bostick.

Bostick presented a brief oral review of the August statistics. Regarding the July statistics, she noted that there had been a 12.5% increase in reference questions over July 1983 and that the 1984 year-to-date statistics reflect a 24% increase from 1983. Photocopies were up 81% from July 1983 and up 1.4% year-to-date from 1983. Interloans were down slightly for July but up 26% year-to-date over 1983.

Bostick also noted that she will be taking a two week medical leave of absence beginning next week and that Richard Pettengill and Dan Harrison will be supervising the Hotline in her absence.

12. Oakland Schools Library - Cross.

Cross noted that the school year had begun the previous day for Oakland Schools.

Oakland Schools now has an excellent video tape about the Intermediate School District that was produced by a staff member. Dr. Keane noted that they hope to have it shown over the cable television educational networks.

13. Old business.

None.

14. New business.

None

15. Comments from the Audience.

None.

16. Meeting adjourned at 10:00 a.m. Next meeting will be held on Wednesday, October 3, 1984 at the Executive Office Building, Conference Room 105/6 at 9:00 a.m.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
October 3, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:02 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Leonard Baruch, Dr. William Keane, Bert Jackson and Robert Gaylor.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Doug Whitaker, WOLF; Jennie Cross, Oakland Schools Library; Carole Hund, Subregional Library; Cathy Weiss, Literacy Office; and Martha Sue McDermott, Library Technician. Excused: Dick Beer, Law Library and Sharon Bostick, Reference Hotline.

2. Approval of the minutes.

RESOLUTION 84-34: Keane moved that the minutes be accepted as presented. Baruch, second. Motion carried.

3. Approval of the bills.

RESOLUTION 84-35: Gaylor moved that the bills presented be paid. Baruch, second. Motion carried.

Discussion followed regarding individual Michigan Library Association memberships for the Board.

RESOLUTION 84-36: Gaylor moved to approved payment of individual memberships in the Michigan Library Association for the Board at \$10.00 per membership. Keane, second. Motion carried.

Invoice for Bibliographic Automation Development Fund.

RESOLUTION 84-37: Jackson moved that the Automation Development invoice for \$404.16 be paid from the Library Board Fund. Baruch, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

No one wished to be heard at this time.

Item 4a noted and filed.

Item 4b: article from OAKLAND PRESS, 9/20/84. Dohany spoke briefly on the effects of the penal fine agreement proposed by the 52nd District Court.

Jose noted that the Board had received an invitation to the 20th anniversary celebration of the Bloomfield Township Public Library on October 21st.

5. WOLF - Whitaker.

Whitaker noted:

-Progress is being made in the automation process and that the linking of bar-codes with the bibliographic records has begun.

-The first phase libraries will receive some credit for their telephone costs due to the delay.

-WOLF hopes to have the circulation system on-line by February 1985.

-Dr. William Simmons and Mr. Frank Sladen were re-elected to the WOLF Board.

6. Oakland County Literacy Office - Weiss.

Weiss noted that the Literacy Office had run out of funding as of September 27th. Work on the grant proposal continues but they have had no definite response as yet. Discussion followed.

6. Oakland County Literacy Office continued.

RESOLUTION 84-38: Baruch moved that the Library Board allocate monies from the Library Board Fund to continue the half-time Literacy Co-ordinator position until December 31, 1984 unless other funds become available prior to that date. Jackson, second. Motion carried.

Statistical report: 37 students are currently being tutored with 31 awaiting placement. Ten of these students were referred to the Literacy Office by the Department of Social Services and three students were referred by Adult Education Departments. There are, however, only nine available tutors. The Laubach Tutor Training Workshop scheduled for October 9th, 11th and 15th is full with 32 people registered. If applications continue to come in Weiss will try to schedule another workshop.

At the annual Laubach Literacy Council meeting Karen O'Connor, Waterford Township Library, was elected President. The proposed by-laws were accepted and twenty-five people have paid membership dues. Fifty people attended the meeting to hear Dr. Duggins presentation. Dr. Duggins spent the next day giving radio interviews, making a presentation to the staff of the OAKLAND PRESS, and videotaping her presentation at Oakland Schools.

Weiss noted that she, Dr. Rodgers and Dr. Rynders have been attending the Michigan Adult Literacy Initiative meetings. That organization is planning a Regional meeting on November 8th.

7. County Librarian's report - Jose.

Written report noted and filed.

Jose noted briefly that she had attended the reception at Baldwin Library for Stephen Kershner and had enjoyed experimenting with their new public access on-line catalog.

Item 7b: Jose asked the Board for input regarding the possibility of creating a foundation for Oakland County libraries. Discussion followed. The Board decided not to create such a foundation at this time feeling that individual libraries in the County would prefer to establish their own foundations.

8. Institutional Library Technician's report - Willing.

Written report noted and filed.

Willing reported that she has been busy processing a donation of a thousand paperbacks from a bookstore that had gone out of business. A large number of the books were westerns and science fiction, which are heavily used but rarely donated.

She also noted that she had attended a WOLF Young Adult program on teen-age sexuality with Sol Gordon as speaker.

9. Law Library - Beer.

Beer excused.

Jose noted that the Board had received the Law Library's August 1984 statistics.

Gaylor noted that the Oakland County Law Library Foundation Annual Dinner was being held on Thursday evening.

10. Reference Hotline - Bostick.

Bostick excused.

11. Subregional Library - Hund.

Hund noted:

-The Board had received the Subregional's September 1984 statistics.

-That she has been speaking to local Lion's Clubs regarding a volunteer project for the Subregional.

Oakland County Library Board Minutes

October 3, 1984

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12. Oakland Schools Library - Cross.

Cross noted that the Oakland Schools Library's PERIODICALS LIST was at the printers and she hoped to be able to distribute copies to the Board at the next meeting.

13. Old business.

None.

14. New business.

Jose noted that the Michigan Library Association Conference is being held at the Westin Hotel, in Detroit, on November 2nd, 3rd and 4th and requested that the Board approve the expenditure of travel and conference funds as included in the 1984 budget.

RESOLUTION 83-39: Keane moved that the Board approve the expenditure of funds to cover the expenses of Jose, other Library Staff members and Board members who would be attending the Michigan Library Association Conference at the Westin Hotel as per the County travel and conference expenditures schedule. Jackson, second. Motion carried.

15. Comments from the Audience.

None.

16. Meeting adjourned at 10:04 a.m. Next meeting date was set for November 14, 1984, at the Executive Office Building, Conference Room 105/6, at 9:00 a.m.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Leonard Baruch
Secretary

Oakland County Library Board Minutes
November 14, 1984
Executive Office Building
Conference Room 105/6

Meeting called to order at 9:07 a.m.

1. Roll call.

Board members present: C. Hugh Dohany, Dr. William Keane, Bert Jackson and Robert Gaylor. Excused: Leonard Baruch.

Also present were: Phyllis Jose, Reference Library Director/County Librarian; Shirley Willing, Institutional Library Technician; Cathy Weiss, Literacy Office; Dick Beer, Law Library; Doug Whitaker, WOLF; Carole Hund, Subregional Library; Sharon Bostick, Reference Hotline; and Jennie Cross, Oakland Schools Library.

2. Approval of the minutes.

RESOLUTION 84-40: Jackson moved that the minutes be accepted as presented. Keane, second. Motion carried.

3. Approval of the minutes.

RESOLUTION 84-41: Gaylor moved that the bills presented be paid. Jackson, second. Motion carried.

4. Correspondence, Announcements and Call to the Audience.

No one wished to be heard at this time.
Items 4a and 4b noted and filed.

5. WOLF - Whitaker.

Whitaker noted that the loading of bibliographic data into the system continues. The two Farmington Community Libraries have completed the linking process and WOLF may begin the system on a pilot basis in these libraries sometime in early January.

Jose noted that the Board had received the August and September 1984 circulation statistics in their mailing.

6. Oakland County Literacy Office - Weiss.

Weiss noted that following:

-Statistics: 51 students are being tutored; 19 are awaiting placement; 35 tutors were trained in October.

-Another Laubach Literacy Training Workshop will be held at the Highland Township Library on December 5th and 6th.

-A \$750.00 grant request is being submitted for the purpose of training tutors in the Walled Lake area.

-On November 3rd Weiss participated in the Cracker Barrel session at the Michigan Library Association Conference.

-November 8th was the Regional Literacy meeting held at Oakland University. Approximately 70 people attended the session and good contacts were made.

-Gaylor will be attending the Michigan Adult Literacy Initiative meeting Friday in Lansing.

-The OAKLAND PRESS will be doing a feature story on the Literacy Project in the December 2nd magazine section.

-She will be speaking to the Detroit Suburban Librarian's RoundTable on November 16th.

Discussion followed regarding various funding sources.

7. County Librarian's report - Jose.

Written monthly report and Michigan Library Association Conference report noted and filed. Discussion followed.

Jose noted that the Board had received the Reference Library's October 1984 statistics.

8. Institutional Library Technician's report - Willing.

Written report noted and filed.

Willing noted the following:

-Much time has been spent processing books this month.

-Polly Hurley, Manager of the Jail Corrections Programs, has instituted monthly meetings between the Learning Center, counseling staff and library.

-The Trusty Camp inmates constructed a beautiful magazine rack for the work release facility.

-That Jose had spoken with Lesley Siskin, a teacher at the Southfield Jail Facility, who had expressed appreciation for the greatly improved condition of that Facility's library collection.

9. Law Library - Beer.

Beer noted the following:

-The Board had received the Law Library's September 1984 statistics.

-The Law Library now has two co-op students from Oakland University, Molly Furstnau and Donald Bliss.

-They have been notified that they will be receiving a replacement photocopier.

10. Subregional Library - Hund.

Hund noted the following:

-The Board had received the Subregional's October 1984 statistics.

-October had been a busy month, especially as the staff had worked together on inputting the Farmington Libraries' bibliographic records into the Automated Circulation System.

-The Subregional received a donation of a new Visual-Tek machine worth approximately \$2,500.00.

-The Subregional had had a booth at the Oakland Mall's "Vision Days".

11. Reference Hotline - Bostick.

Bostick noted:

-The Board had received the Hotline's October 1984 statistics. Reference requests are 19% higher and overall statistics are 11% higher than 1983's year-to-date.

-Bostick thanked Richard Pettengill and Dan Harrison for their coverage of the Hotline during her absence.

-She had also attended the Michigan Library Association Conference.

-Library visits are continuing.

12. Oakland Schools Library - Cross.

Cross distributed the Oakland Schools Library's new PERIODICAL LIST.

Cross noted that training sessions for input into the 6th edition of the OAKLAND COUNTY UNION LIST OF SERIALS began yesterday. Final deadline for input will be June 1985. New co-editor of OCULS is Linda Hildebrand of Oakland University. Discussion followed regarding SEMULG and OCULS.

Cross also spoke on S.B. 899, which deals with obscenity. The Bill has been voted out of committee. Discussion followed.

13. Old business.
None.

14. New business.
None.

15. Comments from the Audience.
None.

16. Meeting adjourned at 10:00 a.m. Next meeting will be held December 5, 1984, Executive Office Building, Conference Room 105/6, at 9:00 a.m.

Respectfully submitted.

C. Hugh Dohany
Chairperson

Phyllis Jose
Acting Secretary