



1995

**Oakland County
Library Board
Minutes**

Vol. 2 of 2

MINUTES

OAKLAND COUNTY LIBRARY BOARD
June 21, 1995

The meeting of the Oakland County Library Board was called to order at 3:11 p.m., June 21, 1995.

1. **ROLL CALL.**

Board Members Present: C. Hugh Dohany, Robert Gaylor, Judge Steven Andrews, Donald Jensen, Robert Tera.

Excused: Robert Marten; Dr. James Redmond.

Also in Attendance: Phyllis Jose, Director of Library Services; Joan Hollier, Law Library; Betty Ramey, Research Library/LBPH; Yvonne Gold, Jail Library; Cathryn Weiss, Literacy Council; Renae Keeler, Research Library.

Excused: Harry Courtright, The Library Network.

2. **ANNOUNCEMENTS AND CALL TO THE AUDIENCE.**

None.

3. **APPROVAL OF THE MINUTES.**

Resolution #95-18: Gaylor moved to approve the minutes of the May 24, 1995 meeting. Tera seconded. Motion carried.

4. **REPORTS TO THE BOARD.**

A. **THE LIBRARY NETWORK - Courtright excused.**

None.

B. **OAKLAND LITERACY COUNCIL - Weiss.**

Written report, statistics, noted and filed.

Weiss reported that they have completed several tutor training sessions and the number of available tutors and students is almost equal.

They are receiving an increase in requests for English as a second language tutoring.

Weiss noted that the OLC 1995-96 budget was included in the Board packet. She presented an overview of the document and answered questions from the Board.

Resolution #95-19: Gaylor moved to approve the Literacy Council's 1995-96 budget as submitted. Tera seconded. Motion carried.

Jensen commended Weiss on the presentation she made to the

Birmingham Men's Group. Weiss responded that they had been a very responsive audience.

C. JAIL LIBRARY - Gold.

Written report, statistics, noted and filed.

Gold discussed problems she was having getting the shelving bolted to the wall in the new area of the Main Jail. Discussion followed. In the future, Gold will submit a request through the Sheriff's Department, if there is no response, Jose will put in work order to be billed to the Library's account.

D. LBPH/Research Library - Ramey.

Written report, statistics, noted and filed.

The computers in the LBPH are working well and the new PC's are much faster than the old. They are receiving calls from all over the country regarding the problems they encountered moving to the 4.0. Many other LBPH's are also interested in migrating to this upgrade.

Ramey and Keeler met with representatives of the Department of Information Technology. Monthly meetings will be scheduled.

E. LAW LIBRARY - Hollier.

Written report, statistics, noted and filed.

Hollier discussed problems that had arisen with the new copier vendacard machine. The problem should be resolved in a week.

Discussion followed regarding the proposed legal research policy.

Resolution 95-20: Andrews moved to approve the Law Library's written policy on legal research. Gaylor seconded. Motion carried.

The policy will be posted in the library.

F. DIRECTOR OF LIBRARY SERVICES - Jose.

Written report noted and filed.

5. APPROVAL OF THE BILLS.

Resolution #95-21: Andrews moved approval of the June bills. Tera seconded. Motion carried.

6. **CORRESPONDENCE**

None.

7. **OLD BUSINESS**

A. **Automation Project**

In addition to items discussed in previous reports, Jose noted that the Community and Economic Development Department is creating a business information center in the old Research Library location which may duplicate services already provided by the Research Library. The Chairperson was directed to send a memo to the Director of Community & Economic Development to clarify the situation.

B. **CVS Librarian's Position**

Jose reported on the information she had received since the last Board meeting.

Resolution 95-22: Andrews moved that the Library Board request that the Children's Village School Librarian position be transferred to Children's Village. Tera seconded. Motion carried.

8. **NEW BUSINESS**

A. **FY 96 & FY 97 Budget**

Jose presented information on the budget. Discussion followed.

Resolution 95-23: Gaylor moved to approve the Oakland County Library's FY 96 & FY 97 budget requests as presented, including the two program change items: a Clerk III position for the Library Administration unit and 2 PTNE General Clerical positions for the LBPH. Andrews seconded. Motion carried.

Andrews requested a letter be sent to Corporation Council to determine if the consent judgement had lapsed.

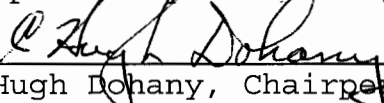
9. **CONFIRMATION OF NEXT MEETING DATE.**


The next meeting of the Library Board will be on July 19, 1995 at 3:00 p.m. in the Library Board Room/Second Floor/West Wing Extension.

10. **ADJOURNMENT.**

The meeting adjourned at 4:00 p.m.

Respectfully submitted,


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

July 19, 1995

The meeting of the Oakland County Library Board was called to order at 3:04 p.m., July 19, 1995.

1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Donald Jensen, Dr. James Redmond, Robert Tera.

Excused: Judge Steven Andrews, Robert Marten.

Also in Attendance: Phyllis Jose, Director of Library Services; Yvonne Gold, Jail Library; Cathryn Weiss, Literacy Council; Renae Keeler, Research Library.

Excused: Joan Hollier, Law Library; Betty Ramey, Research Library/LBPH; Harry Courtright, The Library Network.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

Jose noted that the distribution of penal fines should be added under new business.

3. APPROVAL OF THE MINUTES.

Resolution #95-24: Jensen moved to approve the minutes of the June 21, 1995 meeting. Gaylor seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Courtright excused.

Jose reported that the Strategic Planning Task Force had finished a draft document which will be presented to the membership and TLN Board in August.

The migration to DRA is proceeding as planned.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, statistics, noted and filed.

The OLC staff has been working with the Friends on the October 19th benefit dinner. Several organizations have been contacted to sponsor the event. Dennis Archer has tentatively agreed to be the speaker.

Internally, the Council management staff met to review what they want to accomplish this summer. Staff is also examining the Program Coordinator and Tutor Trainer job descriptions. These positions will be posted shortly.

Weiss included a preliminary year-end financial report. She

will distribute the final report prepared by OCC as soon as it becomes available.

Gaylor has been invited to submit an application to attend the Leadership Oakland program representing the area of literacy.

C. JAIL LIBRARY - Gold.

Written report, statistics, noted and filed.

D building has been closed again. The Jail Library staff is leaving the collection there until they know whether the building will be re-opened.

D. LBPH/Research Library - Ramey - Excused.

Written report, statistics, noted and filed.

Ramey was attending a quarterly meeting of network librarians. Jose reported in her absence.

The United Way has approached Ramey about donating a collection of materials for non-profit organizations to the Research Library.

Ramey continued to work on determining the equipment needed for the LBPH sound studio.

E. LAW LIBRARY - Hollier - Excused.

Written report, statistics, noted and filed.

Hollier was attending the American Association of Law Libraries (AALL) Convention in Pittsburgh. Jose reported in her absence.

The Law Library staff has been discussing the creation of a public access computer area.

Margaret Danowski accepted the position of Library Technician II.

F. DIRECTOR OF LIBRARY SERVICES - Jose.

Written report noted and filed.

The June meeting with the Department of Information Technology (DIT) staff went well. The status of the CD-ROM towers was discussed. DIT staff is waiting for a software upgrade to become available. The July meeting has been cancelled due to scheduling conflicts.

The FY 96 & FY 97 budget requests have been submitted. The

Library has a new personnel analyst, Kelly Fitzpatrick.

A letter from County Commissioner Kingzett prompted a reevaluation of the Law Library's summer hours. Next year, evening and/or Saturday hours will be offered in June. Jose sent a response to Mr. Kingzett. Discussion followed regarding the use of the Library during evening and weekend hours.

The County Executive agreed to transfer the CVS Librarian's position to the Children's Village Division.

Ramey and Jose will be meeting with Marlys Vickers of Development and Planning to discuss sharing resources.

The Library Network (TLN) is sponsoring a workshop for Trustees to learn about the Internet. The Internet will be a component of DRA.

5. APPROVAL OF THE BILLS.

Resolution #95-25: Tera moved approval of the July bills. Jensen seconded. Motion carried.

Jose noted the addition of \$12,000 to buy large print books for the LBPH.

6. CORRESPONDENCE

- June 22, 1995 memo to Tom Gordon, Human Services Department, from Jose regarding transfer of CVS Librarian position to the Children's Village Division.
- June 22, 1995 memo to Gerald Poisson, Corporation Counsel, from Jose regarding Consent Judgement covering services to the inmates of the Oakland County Jail.
- June 22, 1995 memo to Ken Rogers, Community & Economic Development, regarding coordination of information resources.
- June 23, 1995 letter to Dohany from Jeff Kingzett, County Commissioner, regarding the summer hours of the Law Library.
- July 23, 1985 letter to Jeff Kingzett, County Commissioner, from Jose in response to his letter regarding the summer hours of the Law Library.
- July 7, 1995 letter to Todd Birkle, Budget Division, and Brenthy Johnston, Personnel, from Jose submitting the FY 96 & FY 97 budget requests.
- June 30, 1995 article from the Detroit Free Press

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regarding the emphasis placed on computers in libraries during the ALA Conference.

- Article from TLN newsletter regarding a U.S. House of Representatives' Committee approval of H.R. 1617.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. DISTRIBUTION OF PENAL FINES - ACTION

Resolution #95-26: Tera moved to approve distribution of penal fines by the Oakland County Treasurer. Redmond seconded. Motion carried.

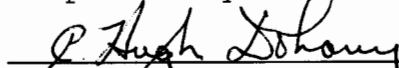
9. CONFIRMATION OF NEXT MEETING DATE.

The next meeting of the Library Board will be on **August 23, 1995** at 3:00 p.m. in the Library Board Room/Second Floor/West Wing Extension.

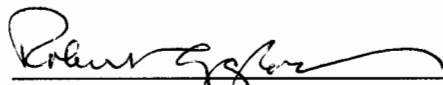
10. ADJOURNMENT.

The meeting adjourned at 3:41 p.m.

Respectfully submitted,



C. Hugh Dohany, Chairperson



Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

August 23, 1995

The meeting of the Oakland County Library Board was called to order at 3:06 p.m., August 23, 1995.

1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Judge Steven Andrews, Donald Jensen, Robert Marten, Robert Tera.

Excused: Dr. James Redmond

Also in Attendance: Phyllis Jose, Director of Library Services; Joan Hollier, Law Library; Betty Ramey, Research Library/LBPH; Yvonne Gold, Jail Library; Harry Courtright, The Library Network; Renae Keeler, Research Library.

Excused: Cathryn Weiss, Literacy Council.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #95-27: Jensen moved to approve the minutes of the July 19, 1995 meeting. Tera seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK

Courtright reported that the changeover date for the DRA installation will be September 27th.

The second draft of the Strategic Plan will be reviewed by the Steering Committee. Courtright commended Jose for her outstanding job in facilitating the process.

Representative Nye has proposed a change in funding for libraries which would eliminate penal fines and state aid for libraries and replace that with 5% of a one cent increase in the sales tax.

TLN has been looking at different alternatives for long term housing. Currently, they lease the building they are in from Wayne County. They pay no rent but pay the costs of maintaining and upgrading it. This comes to approximately \$175,000 a year. They also house the Wayne County LBPH and some Wayne County Library administrative staff.

B. OAKLAND LITERACY COUNCIL - Weiss - Excused.

Written report, statistics, noted and filed.

None.

C. JAIL LIBRARY - Gold.

Written report, statistics, noted and filed.

The shelving unit has been installed and they can now use the additional space.

Jail Library staff attended the Brandeis Book Sale and they are now busy processing the books.

Discussion followed regarding the consent judgement.

D. LBPH/Research Library - Ramey.

Written report, statistics, noted and filed.

The community service person assigned to the LBPH did not complete their time assignment.

The student position from Children's Village School didn't develop as there was an administrative mix-up.

The LBPH Summer Reading Program was successful.

E. LAW LIBRARY - Hollier.

Written report, statistics, noted and filed.

Hollier noted the Law Library will begin its fall hours after Labor Day.

The staff is down one person due to illness.

They have been discussing whether jail inmate requests can be capped at a certain number per person per month. Jose and Hollier will work on a policy to be presented to the Board for approval.

Hollier attended the American Association of Law Libraries (AALL) Convention in July. She commented that many of the sessions she attended will prove useful.

F. DIRECTOR OF LIBRARY SERVICES - Jose.

Written report noted and filed.

Jose met with Todd Birkle regarding the budget. Jose provided the Board with an overview of the recommendations.

Jose noted that for the satellite collections, the Law Library will need to maintain paper subscriptions to items received on CD ROM for a period of time due to the lack of technology to access these titles in some departments.

Jose distributed a copy of a letter from Dohany to Vince Luzi, Director of Personnel, appealing Personnel's recommendation regarding the additional staff in the FY 96 Budget. Some compromises were suggested.

She also distributed a memo to Judy Eaton requesting that two student positions, one in the LBPH and one in the Law Library, be converted to PTNE General Clerical positions.

Resolution #95-28: - Gaylor moved that the regular hours of operation for the Oakland County Library for the Blind & Physically Handicapped and the Research Library be Monday-Friday, 8:30 a.m. - 5:00 p.m. and Saturdays, 9:00 a.m. - 4:00 p.m. Andrews seconded. Motion carried.

The Department of Information Technology has prepared a short term plan and a long term plan for the implementation of the libraries computer system.

5. APPROVAL OF THE BILLS.

Resolution #95-29: Andrews moved approval of the August bills. Tera seconded. Motion carried.

6. CORRESPONDENCE

- July 19, 1995 letter from Jeffrey P. Johnson, Deputy State Librarian regarding the FY 1995/96 appropriation for State Aid to Libraries.
- Note from Christine Lind Hage thanking Jose and the Library Staffs for hosting her OCC class.
- August 21, 1995 letter to Vince Luzi, Director/Personnel from Dohany regarding the appeal of Personnel Recommendations - FY 96 Budget Request.
- August 21, 1995 memo from Jose to Judy Eaton, Personnel regarding the reclassification of two student positions, one in the Law Library and one in the LBPH.
- August 7, 1995 article from the Oakland Press regarding the future of books.

7. OLD BUSINESS.

None.

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8. NEW BUSINESS

Dohany noted Tera has been reappointed to the Library Board for another five year term.

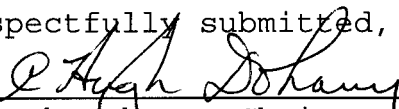
9. CONFIRMATION OF NEXT MEETING DATE.

The next meeting of the Library Board will be on **September 27, 1995** at 3:00 p.m. in the Library Board Room/Second Floor/West Wing Extension.

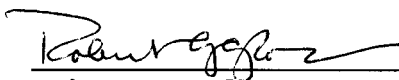
10. ADJOURNMENT.

The meeting adjourned at 3:56 p.m.

Respectfully submitted,



C. Hugh Dohany, Chairperson



Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD October 25, 1995

The meeting of the Oakland County Library Board was called to order at 3:04 p.m., October 25, 1995. Gaylor chaired the meeting in Dohany's absence.

1. **ROLL CALL.**

Board Members Present: Robert Gaylor, Judge Steven Andrews, Donald Jensen, Robert Marten, Dr. James Redmond, Robert Tera.

Excused: C. Hugh Dohany.

Also in Attendance: Phyllis Jose, Director of Library Services; Betty Ramey, Research Library/LBPH; Yvonne Gold, Jail Library; Cathryn Weiss, Literacy Council; Harry Courtright, The Library Network; Renae Keeler, Research Library.

Excused: Joan Hollier, Law Library.

2. **ANNOUNCEMENTS AND CALL TO THE AUDIENCE.**

Stephen Sterling Caliguiri of 21st Century Art spoke to the Board about the possibility of providing artwork for the Library Building. He outlined his background and qualifications and displayed a portfolio of his work. The Board could obtain the art through purchase, rental or by commissioning original works.

Discussion followed among the Board Members regarding the procedure for purchasing art. Redmond expressed concern about looking at only one artist's work. It was the consensus of the Board that an effort should be made to solicit letters of interest from other artists. Jose and Tera will develop a recommendation for the Board.

3. **APPROVAL OF THE MINUTES.**

Resolution #95-30: Tera moved to approve the minutes of the August 23, 1995 meeting. Andrews seconded. Motion carried.

4. **REPORTS TO THE BOARD.**

A. **THE LIBRARY NETWORK - Courtright.**

A copy of the proposed TLN Strategic Plan was included in the Library Board packet. The plan is currently being voted on by the membership.

The State Senate is taking up legislation today which will enable library cooperatives to borrow money and perform other financial transactions. TLN could refinance its current loan at a much lower interest rate if the new legislation passes.

The new DRA shared system went live last week. The old Geac system will go to purchasers in Canada.

They are reviewing services provided by TLN with member task forces assisting in the evaluation.

Silvia Makowski has resigned from TLN to accept a Children's Librarian position at the Milford Library.

Resolution 95-31: Tera moved to approve the TLN Strategic Plan. Marten seconded. Motion carried.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, statistics, noted and filed.

The Annual Dinner at Meadow Brook Hall, "Ex Libris", raised almost \$12,000. Dennis Archer was the speaker. Weiss expressed appreciation to all who helped plan the event, especially Judy Bryce.

The Council has been conducting tutor training and seeking new students. They are continuing a tutor recruitment campaign.

Weiss noted a letter included in the packet which a tutor had written about a student.

C. JAIL LIBRARY - Gold.

Written report, statistics, noted and filed.

Gold thanked Ramey for assisting in the interviews for the PTNE position. The staff was getting behind in processing because of the vacancy but things should now get back to normal.

D. LBPH/Research Library - Ramey.

Written report, statistics, noted and filed.

The Research Library's DRA system is not up and running yet.

Tera commended Ramey on the job she did while Jose was gone.

Ramey reported that a patron returned materials to the LBPH which were infested with cockroaches. Ramey reviewed the guidelines from the National Library Service regarding continuation of service.

E. LAW LIBRARY - Hollier - Excused.

Written report, statistics, noted and filed.

Jose reported in Hollier's absence.

Don Bliss is on short term disability. Beatrice Heaton from the Clerical Pool is filling in on a temporary basis. Jose will request emergency salaries funding to continue the temporary staffing.

There was some discussion of reducing the Law Library's hours

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because of being temporarily understaffed. This solution was strongly opposed. Andrews proposed that funds be maintained in the budget to cover these kinds of situations.

F. DIRECTOR OF LIBRARY SERVICES - Jose.

Written report noted and filed.

Jose also commended Ramey on the job she did during Jose's absence.

The transfer of the Children's Village Librarian position has been approved by the Board of Commissioners.

The FY96/FY97 budget hearing will be next Thursday, November 2nd. Jose and Dohany will meet prior to the hearing.

5. APPROVAL OF THE BILLS.

Resolution #95-32: Tera moved to ratify payment of the September bills. Andrews seconded. Motion carried.

Resolution #95-33: Andrews moved approval of the October bills. Jensen seconded. Motion carried.

6. CORRESPONDENCE

•September 8, 1995 memo from C. Vincent Luzi, Director-Personnel to Jose regarding the 1996-1997 budget appeal.

7. OLD BUSINESS - None.

8. NEW BUSINESS - None.

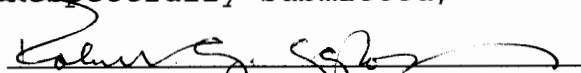
9. CONFIRMATION OF NEXT MEETING DATE.


The next meeting of the Library Board will be on **November 22, 1995 at 1:30 p.m.** in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting adjourned at 3:57 p.m.

Respectfully submitted,


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

November 22, 1995

The meeting of the Oakland County Library Board was called to order at 1:31 p.m., November 22, 1995.

1. **ROLL CALL.**

Board Members Present: C. Hugh Dohany, Robert Gaylor, Judge Steven Andrews, Donald Jensen, Robert Marten, Dr. James Redmond, Robert Tera.

Also in Attendance: Phyllis Jose, Director of Library Services; Joan Hollier, Law Library; Betty Ramey, Research Library/LBPH; Kurt Rachar, Jail Library; Cathryn Weiss, Literacy Council; Renae Keeler, Research Library.

Excused: Yvonne Gold, Jail Library; Harry Courtright, The Library Network.

2. **ANNOUNCEMENTS AND CALL TO THE AUDIENCE.**

None.

3. **APPROVAL OF THE MINUTES.**

Resolution #95-34: Jensen moved to approve the minutes of the October 25, 1995. Marten seconded. Motion carried.

4. **REPORTS TO THE BOARD.**

A. **THE LIBRARY NETWORK - Courtright - Excused.**

Jose reported in Courtright's absence.

The TLN Strategic Plan was adopted.

Keeler is the new Chairperson of the Shared Automation Council.

B. **OAKLAND LITERACY COUNCIL - Weiss.**

Written report, statistics, noted and filed.

Weiss pointed out a news article included in the packet on Nancy Geddes, a volunteer and staff person for the Council. Geddes is retiring in December.

Dr. Redmond will be the guest speaker at the Advisory Board meeting in December.

C. **JAIL LIBRARY - Gold - Excused.**

Written report, statistics, noted and filed.

Kurt Rachar reported in Gold's absence.

The Downriver Branch of the AAUW donated books to the Jail Library and the Friends of the Bloomfield Township Library also invited the staff to make selections from their leftover books.

D. LBPH/Research Library - Ramey.

Written report, statistics, noted and filed.

Ramey and Keeler attended the MLA Conference in Grand Rapids.

Ramey commented on a letter from Mr. Wheat which expressed his great appreciation for the LBPH service.

Jose reviewed the handout on the LBPH/LSCA Contract application. A Board resolution is required.

Resolution 95-35: Andrews moved that the Board confirm the LBPH/LSCA Contract application for FY 1996 submitted to the Library of Michigan on November 3, 1995. Gaylor seconded. Motion carried.

E. LAW LIBRARY - Hollier.

Written report, statistics, noted and filed.

This is Hollier's last Board meeting and last day of work at the County. She stated that she had enjoyed the challenge of working in the Law Library.

Margaret Danowski also submitted her resignation. Her last day will be December 1st.

Jose reported that a meeting had been held with Ramey, Gold and Danowski regarding interim staffing needs. Staff members from the other Library units have volunteered to work overtime in the Law Library so that hours of operation will not have to be reduced.

This situation provides an opportunity to review the organizational structure of the Library. Jose will prepare several ideas for the next Board meeting.

F. DIRECTOR OF LIBRARY SERVICES - Jose.

Written report noted and filed.

Dohany and Jose reported on the Budget hearing.

5. APPROVAL OF THE BILLS.

Resolution #95-36: Andrews moved approval of an expenditure from the LBPH Gift Fund in the amount of \$3,810.00 for two video magnifiers. Tera seconded. Motion carried.

Resolution #95-37: Tera moved approval of the November bills.

Andrews seconded. Motion carried.

6. CORRESPONDENCE

- 10/31/95 MLA Legislative update.
- MLA Proposed Legislative Agenda 1995/96.

7. OLD BUSINESS - None.

8. NEW BUSINESS -

The proposed 1996 meeting dates were discussed. The January meeting was changed to the 31st.

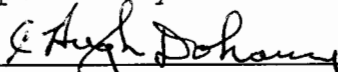
9. CONFIRMATION OF NEXT MEETING DATE.

The next meeting of the Library Board will be on **December 13, 1995 at 3:00 p.m.** in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting adjourned at 2:10 p.m.

Respectfully submitted,



C. Hugh Donany, Chairperson



Robert Gaylor, Secretary