



1997

**Oakland County
Library Board
Minutes**

Book 1 of 2

MINUTES

OAKLAND COUNTY LIBRARY BOARD

December 11, 1996

The meeting of the Oakland County Library Board was called to order at 3:04 p.m., December 11, 1996.

1. ROLL CALL.

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

Excused: Steven Andrews, Robert Marten.

Also in Attendance: Phyllis Jose, Director of Library Services; Michelle Snow, Library Administration; Dianne Zyskowski, Law Library; Yvonne Gold, Jail Library; Cathryn Weiss, Literacy Council.

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

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #96-50: Jensen moved to approve the minutes of the November 27, 1996 meeting. Gaylor seconded. Motion carried.

4. OLD BUSINESS.

None.

5. NEW BUSINESS.

Resolution #96-51: Redmond moved to approve Library Board meeting dates for 1997. Gaylor seconded. Motion carried.

6. APPROVAL OF THE BILLS.

Resolution #96-52: Gaylor moved approval of the December bills, including authorizing the Chairperson to pay invoices due on January 1, 1997 from FY 1997 funds. Redmond seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Courtright/excused.

Written reports noted and filed.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, statistics, noted and filed.

Weiss noted that the Council is currently busy preparing the Newsletter and developing a summer reading program. Weiss distributed an article from the Oakland Press, (11/14/96).

C. JAIL LIBRARY - Gold.

Written report, statistics, noted and filed.

Gold noted that the collection in the new Brown Road facility has been set up.

Discussion followed regarding the space allocated to the Library in the Jail Annex. The Library will be relocated as a result of the establishment of a separate Booking Area in the Annex. The Board determined that a letter be sent to the Sheriff indicating their concern about the impact a reduction in space would have on the quality of service provided.

Resolution #96-53: Redmond moved to study the Library's location in the Jail Annex and the impact on the service provided. Tera seconded. Motion carried.

Jose will meet with the appropriate staff and prepare a report for the January meeting. Additionally, a tour of the Jail Library facilities will be offered for Board members prior to the January meeting.

D. LBPH/RESEARCH LIBRARY - Ramey/excused.

Written report, statistics, noted and filed.

Jose announced that the Library Home Page is now up and acknowledged Renae Keeler/Research Library for her extra work in completing it. The page will include a link to the Literacy Council's home page.

E. LAW LIBRARY - Zyskowski.

Written report, statistics, noted and filed.

Zyskowski discussed the status of the loose leaf filing service contract and the renegotiated monthly fee.

F. LIBRARY SERVICES - Jose.

Written report, statistics, noted and filed.

8. CORRESPONDENCE.

-- November 20, 1996 cc of letter from Rochelle Gach, Huntington Woods Public Library, to Joe Reeves, Penal Fines Coordinator, Library of Michigan regarding contract agreement with the City of Pleasant Ridge.

-- November 26, 1996 memo from John E. Mahoney, Information Technology concerning computer impact of the Year 2000.

-- December 3, 1996 memo from Jose to Board members noting attached articles concerning libraries.

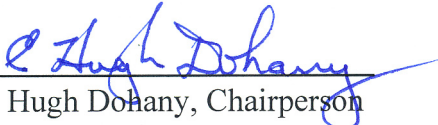
9. CONFIRM NEXT MEETING DATE.

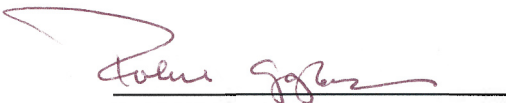
The next meeting of the Library Board will be on January 22, 1996 at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting was adjourned at 3:37 p.m..

Respectfully submitted,


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

January 22, 1997

The meeting of the Oakland County Library Board was called to order at 3:02 p.m., January 22, 1997.

1. ROLL CALL.

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

Excused: Donald Jensen, Robert Marten, James Redmond.

Also in Attendance: Phyllis Jose, Director of Library Services; Michelle Snow, Library Administration; Dave Conklin, Jail Library; Betty Ramey, LBPH/Research Library; Dianne Zyskowski, Law Library; Harry Courtright, the Library Network; Cathryn Weiss, Literacy Council.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #97-1: Tera moved to approve the minutes of the December 11, 1996 meeting. Gaylor seconded. Motion carried.

4. OLD BUSINESS.

None.

5. NEW BUSINESS - Election of Officers.

Resolution #97-2: Tera moved to cast a unanimous ballot for Dohany as Chairperson and Gaylor as Secretary. Andrews seconded. Motion carried.

6. APPROVAL OF THE BILLS.

Resolution # 97-3: Gaylor moved to approve the January bills. Andrews seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Courtright.

Written reports noted and filed.

Courtright discussed The Library Network's plan to purchase the Service Center building from Wayne County. Discussion followed concerning the financial aspect of the plan. Courtright also discussed the plans for creating a TLN foundation.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, statistics, noted and filed.

Weiss reviewed some of the recent fundraising efforts of the Literacy Council. Additionally, they have been successful at recruiting and training tutors/volunteers. Weiss also noted that March is "Reading Month" and the Council will be sponsoring a "Stay at Home Tea" fundraiser in March. The Reading Rally will be on April 26th.

C. JAIL LIBRARY - Conklin.

Written report, statistics, noted and filed.

Jose introduced Conklin and thanked the Board members for their assistance in working with the Sheriff and his staff regarding the new space for the Jail Library in the Annex.

D. LBPH/RESEARCH LIBRARY - Ramey.

Written report, statistics, noted and filed.

Ramey noted the print out of the Home Page included in her report. Jose distributed corrected copies (change in fiscal year designation) of the LBPH Gift Fund Annual Report. Ramey discussed her continuing efforts to get Library information published in the County's employee newsletter.

E. LAW LIBRARY - Zyskowski.

Written report, statistics, noted and filed.

Zyskowski discussed the slowness in accessing the Internet through TLN and the impact that has on staff workflow. Courtright responded that speed should have increased and recommended Zyskowski contact TLN automation staff. Zyskowski updated the Board on the satellite duplication project and indicated there had been some reduction in the amount of materials being ordered. Zyskowski also reviewed responses from the letter concerning book vandalism and theft that had been sent to paralegal program directors in December.

F. LIBRARY SERVICES - Jose.

Written report, statistics, noted and filed.

Jose reminded the Board members that FY 97 will be a 9 month fiscal year. Also, Jose noted the 1996 workload statistics for the various units and the final FY 96 report on the County Library Fund.

8. CORRESPONDENCE.

-- Letter from Jose to Richard Thompson, Chancellor Oakland Community College, informing him of an update to the Oakland Literacy Council contract to reflect the change in the County's fiscal year.

-- Memo from Jose to Board members noting attached articles and related information.

9. CONFIRM NEXT MEETING DATE.

Resolution #97-4: Moved by Andrews to cancel the February Library Board meeting and reschedule the Board planning session from the March meeting to the April meeting. Tera seconded. Motion carried.

Resolution #97-5: Moved by Tera that as a result of the cancellation of the February meeting, the Chairperson be empowered to authorize payment of bills needing to be paid prior to the March meeting. Gaylor seconded. Motion carried.

The next meeting of the Library Board will be on March 26, 1997 at 3:00p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting was adjourned at 3:27p.m..

Respectfully submitted,

C. Hugh Dohany / pas
C. Hugh Dohany, Chairperson

Robert G. Gaylor
Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

March 26, 1997

The meeting of the Oakland County Library Board was called to order at 2:58 p.m., March 26, 1997. Gaylor chaired the meeting in Dohany's absence.

1. ROLL CALL.

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

Excused: C. Hugh. Dohany.

Also in Attendance: Phyllis Jose, Director of Library Services; Michelle Snow, Library Administration; Betty Ramey, Research Library/LBPH; Dianne Zyskowski, Law Library; Harry Courtright, The Library Network; Cathryn Weiss, The Literacy Council.

Excused: Dave Conklin, Jail Library.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #97-6: Andrews moved to approve the minutes of the January 22, 1997 meeting. Jensen seconded. Motion carried.

4. OLD BUSINESS.

None.

5. NEW BUSINESS.

None.

6. APPROVAL OF THE BILLS.

Resolution # 97-7: Andrews moved to confirm payment of the February bills. Jensen seconded. Motion carried.

Resolution #97-8: Marten moved to approve the March bills. Jensen seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Courtright.

Written reports noted and filed.

Courtright noted that the time frame covered in the current TLN Strategic Plan will be completed in approximately one year. Jose has agreed to chair a new planning committee. Jose and Courtright have met with a consultant to discuss the time frame and procedure to follow.

Courtright also updated the Board on the situation regarding the purchase of the current Service Center building and the settlement reached with Miller Canfield.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, statistics, noted and filed.

Weiss noted the upcoming Reading Rally/Recognition Event and the number of students nominated for the two Student of the Year Awards (Basic & ESL). They are currently compiling the semi-annual reports. To date, over seventy-three percent have been returned. Follow up phone calls will be made to those tutors that have not responded. Approximately \$6000 has been raised from the Stay-At-Home Tea mailing. Gaylor commented on how effective this event was for raising funds.

C. JAIL LIBRARY - Conklin/excused.

Written report, statistics, noted and filed.

Jose noted that Conklin had arranged for author Beverly Jenkins to re-visit the Jail and speak with the inmates. Following her meeting with the inmates, Ms. Jenkins will meet with staff from all of the library units at lunch. Jose and Conklin will begin interviewing for the vacant part-time clerical position.

D. LBPH/RESEARCH LIBRARY - Ramey.

Written report, statistics, noted and filed.

Gaylor complimented Ramey on her report and specifically commented on the Procedures Manual developed by Boucher-Tabor that is now available on the Internet. Discussion followed regarding the Research Library's walk-in/patron statistics. Ramey extended an invitation to the annual LBPH Volunteer Recognition Luncheon on April 24th.

Resolution #97-9: Tera moved to purchase the recording booth equipment from monies in the Library for the Blind & Physically Handicapped (LBPH) Gift Fund using the quote from Harris Corporation Broadcast Division/TASCAM recorder (#c) at an estimated cost of \$6,299.00. Andrews seconded. Motion carried.

E. LAW LIBRARY - Zyskowski.

Written report, statistics, noted and filed.

Zyskowski announced the Oakland Bar - Adams Pratt Foundation Open House and ribbon cutting ceremony in recognition of the automation grant will be Thursday, May 1, 1997 from 4:00 p.m. - 6:00 p.m. in the Law Library. Staff has noted an improvement in the speed when using the Internet although they still have a slow down in the afternoon.

F. LIBRARY SERVICES - Jose.

Written report, statistics, noted and filed.

Jose reviewed the action items contained in her report. Boucher-Tabor is the final LBPH staff member scheduled to attend the NLS training.

Resolution #97-10: Jensen moved to approve the expenditure from the County Library Fund/Travel and Conference line item to send Stacy Boucher-Tabor to the National Library Service workshop in Washington, D.C. in June at a cost not to exceed \$1,250.00. Tera seconded. Motion carried.

Resolution #97-11: Andrews moved to approve the purchase from the County Library Fund/Special Project line item of one copy of the 16th edition of the OAKLAND COUNTY UNION LIST OF SERIALS for each of the 34 participating public libraries at a cost of \$55.00 per copy. Redmond seconded. Motion carried.

Discussion followed regarding the planning session following the April Board meeting. The Board meeting will begin at noon with the planning session to follow at approximately 1:00 p.m. Lunch will be provided.

8. CORRESPONDENCE.

- January 15, 1997 letter from Karen Kotulis-Carter, Deputy Director Bloomfield Township Public Library, expressing appreciation for the opportunity to visit the County Library as part of their annual Staff Development Day.

- January 29, 1997 memo from Richard Johnson, Manager, Facilities Management & Operations, concerning Oakland County's new area code effective May 10, 1997
- February 20, 1997 carbon copy letter to Rochelle Gach, Director, Huntington Woods Library, from the Library of Michigan acknowledging the contract between Pleasant Ridge and Huntington Woods.
- February 24, 1997 Michigan Library Association Legislative Update.
- March 19, 1997 memo from Jose to Board members with copies of library related articles.

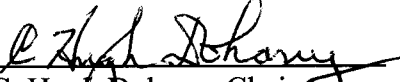
9. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on April 23, 1997 at 12:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting was adjourned at 3:28 p.m..

Respectfully submitted,


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

April 23, 1997

The meeting of the Oakland County Library Board was called to order at 12:17 p.m., April 23, 1997.

1. ROLL CALL.

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

Excused: Robert Marten.

Also in Attendance: Phyllis Jose, Director of Library Services; Michelle Snow, Library Administration; Dave Conklin, Jail Library; Betty Ramey, LBPH/Research Library; Dianne Zyskowski, Law Library; Cathryn Weiss, The Literacy Council; Roxanne Hill, Personnel; Audrey Venus, Personnel.

Excused: Harry Courtright, The Library Network.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #97-12: Andrews moved to approve the minutes of the March 26, 1997 meeting. Redmond seconded. Motion carried.

4. OLD BUSINESS.

None.

5. NEW BUSINESS.

None.

6. APPROVAL OF THE BILLS.

Resolution #97-13: Andrews moved to approve an expenditure from the County Library Fund/Special Projects line item for the cost of the Library Open House and Board Luncheon in the amount of \$151.41. Jensen seconded. Motion carried.

Resolution #97-14: Redmond moved to approve the April bills. Jensen seconded.
Motion carried.

7. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Courtright/excused.

Written report, noted and filed.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, noted and filed.

Weiss noted the upcoming Reading Rally and Annual Recognition Event to congratulate students and volunteers. Discussion followed regarding the America Reads program. English Conversation groups are held to help students practice English in group setting.

C. JAIL LIBRARY - Conklin.

Written report, noted and filed.

Conklin spoke about the recent visit by author Beverly Jenkins to the Jail. Conklin also noted the continuing effort to fill the part-time position.

D. LBPH/RESEARCH LIBRARY - Ramey.

Written report, noted and filed.

Ramey noted that the laser printer in the LBPH prints mail cards at a more efficient rate. Ramey also commented on the Zoom Text screen magnifier available in the Research Library. Ramey extended an invitation to the Board to the annual Volunteer Recognition Luncheon to be held on April 24, 1997. Andrews asked about the Blue Ridge cassettes noted in the Patron Newsletter.

E. LAW LIBRARY - Zyskowski.

Written report, noted and filed.

Zyskowski invited the Board to the Law Day Open House on May 1st in the Law Library. The Law Library has been moderately successful in collecting donations for funding Law Day activities.

F. LIBRARY SERVICES - Jose.

Written report, noted filed.

Resolution #97-15: Tera moved to request a second summer employee as part of the FY 98 budget process. Andrews seconded. Motion carried.

Jose also mentioned the Public Library Trustee Association of Oakland County PLTAOC annual dinner to be held on May 7th. Gaylor, Tera and Jose will attend.

The first annual Library Open House for Oakland County employees was a success with over 100 people attending. Plans are to repeat this event annually during National Library Week.

8. CORRESPONDENCE.

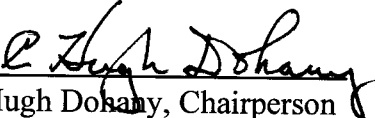
None.

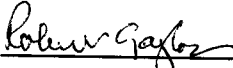
9. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on May 28, 1997 at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting was adjourned at 12:45 p.m.


C. Hugh Doherty, Chairperson


Robert Gaylor, Secretary