

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

May 28, 1997

The meeting of the Oakland County Library Board was called to order at 3:04 p.m., May 28, 1997.

#### 1. ROLL CALL.

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

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.

Excused: Harry Courtright, The Library Network; Cathryn Weiss, The Literacy Council.

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

None.

#### 3. APPROVAL OF THE MINUTES.

Resolution #97-16: Redmond moved to approve the minutes of the April 23, 1997 meeting. Andrews seconded. Motion carried.

#### 4. OLD BUSINESS.

None.

#### 5. NEW BUSINESS.

None.

#### 6. APPROVAL OF THE BILLS.

Resolution #97-17: Andrews moved to approve the purchase from the County Library Fund/Special Projects line item of the Zoom Text software packages at a cost of \$1,205.00. Jensen seconded. Motion carried.

**Resolution #97-18:** Jensen moved to approve the May bills. Redmond seconded. Motion carried.

**Resolution #97-19:** Gaylor moved to decline the purchase of the proposed artwork. Jensen seconded. Motion carried.

**7. REPORTS TO THE BOARD.**

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

Written report, noted and filed.

Gaylor discussed the purchase of the new building for The Library Network. Discussion followed regarding the location.

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

Written report, noted and filed.

Jose reviewed the Council's financial statement.

**C. JAIL LIBRARY - Conklin.**

Written report, noted and filed.

Conklin noted the article enclosed in his report on the visit by author Beverly Jenkins. He also noted of the closing of the "D" building facility.

**D. LBPH/RESEARCH LIBRARY - Ramey.**

Written report, noted and filed.

Ramey commented on the "Zoom Text" software reviewed by staff in the Research Library. She also noted last month's successful Volunteer Recognition Luncheon.

**E. LAW LIBRARY - Zyskowski.**

Written report, noted and filed.

Zyskowski reviewed problems with the Law Library's microfiche reader printers. Jose and Zyskowski will look at possible solutions. Discussion followed regarding updating technology and access to information in the library units.

**F. LIBRARY SERVICES - Jose.**

Written report, noted filed.

Jose requested that Board Members complete the information form included in their packet. She updated the Board on activities being developed as a result of the planning session last month.

**8. CORRESPONDENCE.**

-- May 20, 1997 letter from Judy Bryce, Oakland Literacy Friends, to Mr. Dohany, regarding sponsorship of the Ex Libris dinner.

Note: Action postponed until next meeting.

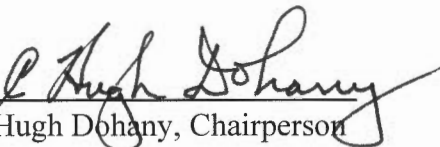
-- May 21, 1997 memo from Jose to Board members including related magazine and newspaper articles.

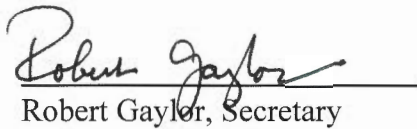
**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on Wednesday, June 25, 1997 at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 3:50 p.m.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

June 25, 1997

The meeting of the Oakland County Library Board was called to order at 3:02 p.m., June 25, 1997.

#### 1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Steven Andrews, Donald Jensen, James Redmond, Robert Tera (arrived at 3:15 p.m.).

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.

Excused: Harry Courtright, The Library Network.

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

Jose distributed a letter from Robert Marten announcing his resignation from the Board. Marten's term was due to expire on August 24, 1997. He has been a member of the Board since 1991.

Resolution #97-20: Jensen moved to send a letter to Marten accepting, with regret, his resignation from the Board and thanking him for his years of service. Andrews seconded. Motion carried.

#### 3. APPROVAL OF THE MINUTES.

Resolution #97-21: Andrews moved to approve the minutes of the May 28, 1997 meeting. Redmond seconded. Motion carried.

#### 4. OLD BUSINESS.

None.

#### 5. NEW BUSINESS - Discussion - Board Duties and Responsibilities.

Discussion followed regarding the information Jose had provided. Board members commented that they had found it useful and informative. The consensus was to maintain the information, keeping it up to date, and to make sure this material is provided to new Board members.

#### 6. APPROVAL OF THE BILLS.

**Resolution #97-22:** Redmond moved to approve the June bills. Andrews seconded. Motion carried.

**Resolution #97-23:** Jensen moved to authorize the transfer of funds from the County Library Fund in the amount of \$37,391.00 upon receipt of payment in that amount from the Oakland Bar - Adams Pratt Foundation. The transfer is to be made to the Information Technology Department as per invoice # 97-061386 covering the costs of upgrades to the Law Library's automation program included in the grant from the Foundation. Redmond seconded. Motion carried.

**7. REPORTS TO THE BOARD.**

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

Written report, noted and filed.

Gaylor noted that TLN had purchased the new building last Friday. Discussion followed concerning the financial aspects of owning the building.

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

Written report, noted and filed.

Weiss noted that the number of assigned students is approximately 240. This is an increase of twenty percent in last six months. There are still a large number of students waiting, but inquiries from new students seem to slow down during the summer months. The Newsletter will be mailed out next week. Andrews commented on the Council's parallel work in reading and English as a Second Language instruction.

**C. JAIL LIBRARY - Conklin.**

Written report, noted and filed.

Conklin noted that the part-time position had been filled and that the Jail is now fully staffed. Donations of new and used books were received from the Waterford Township and Rochester Hills libraries.

**D. LBPH/RESEARCH LIBRARY - Ramey.**

Written report, noted and filed.

Ramey updated the Board on the progress in the development of the recording booth in the LBPH. Board members offered suggestions on who to contact as volunteer readers.

**E. LAW LIBRARY - Zyskowski.**

Written report, noted and filed.

Zyskowski noted the urgency to update or replace the Law Library's microfiche reader/printers. Jose will contact Fiscal Services to discuss the possibility of purchasing these items through the County's Equipment Fund.

**F. LIBRARY SERVICES - Jose.**

Written report, noted filed.

Jose noted that the request to be a sponsor for the Ex Libris dinner had been held over until this meeting. The Board declined the request because of legal constraints on the use of the County Library Fund. Jose commented on the cost breakdown form the Jail Library Program. Discussion followed.

**8. CORRESPONDENCE.**

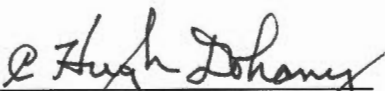
None.

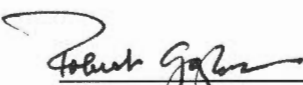
**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on July 23, 1997 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.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

July 23, 1997

The meeting of the Oakland County Library Board was called to order at 3:15 p.m./July 23, 1997.

#### 1. ROLL CALL.

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

Also in Attendance: Phyllis Jose, Director of Library Services; Michelle Snow, Library Administration; Betty Ramey, LBPH/Research Library; Dave Conklin, Jail Library; Cathryn Weiss, The Literacy Council

Excused: Harry Courtright, The Library Network; Dianne Zyskowski, Law Library.

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

None.

#### 3. APPROVAL OF THE MINUTES.

Resolution #97-24: Redmond moved to approve the minutes of the June 25, 1997 meeting. Tera seconded. Motion carried.

#### 4. OLD BUSINESS.

None.

#### 5. NEW BUSINESS.

##### **Distribution of Penal Fines:**

Resolution #97-25: Tera moved to approve the distribution of the penal fines as submitted. Jensen seconded. Motion carried.

#### 6. APPROVAL OF THE BILLS.

Resolution #97-26: Redmond moved to approve the July bills. Jensen seconded. Motion carried.

**7. REPORTS TO THE BOARD.**

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

Written report, noted and filed.

Jose noted that the Library Network has purchased the building in Southgate and has distributed a schedule for moving the various departments.

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

Written report, noted and filed.

Weiss noted the items in the Detroit News (advertisement) and the Oakland Press (article). She also reported on the possibility of a book and author luncheon in Oakland County next spring. Discussion followed regarding donations the Literacy Council has recently received and the increased statistics over the past six months.

**C. JAIL LIBRARY - Conklin.**

Written report, noted and filed.

Conklin reported that the Jail Library is at full staff. He also discussed the recent experience with Emery Pratt, a wholesale book jobber in Owosso.

**D. LBPH/RESEARCH LIBRARY - Ramey.**

Written report, noted and filed.

Ramey noted the successful meeting the Library hosted on July 16, 1997 for the LBPH Network Librarians. Ramey updated the Board on the status of the LBPH recording booth. Discussion followed concerning the LBPH Patron Satisfaction Survey. Andrews asked for a copy of the survey. Ramey also reported that she had nominated Bill Ireby, the leader of the Telephone Pioneers volunteer machine repair group, for an award from the Consumer Involvement Committee.

**E. LAW LIBRARY - Zyskowski.**

Written report, noted and filed.

Jose noted that Zyskowski was attending the AALL/American Association of Law Librarians Conference.



Jose also informed the Board of the employment status of Donald Bliss. Discussion followed regarding providing reference service while not "practicing law without a license". The consensus was to postpone action on this topic until the August meeting when Zyskowski would be present. Gaylor commented on the microfiche reader/printers he examined at the ALA/American Library Association Conference in San Francisco.

**F. LIBRARY SERVICES - Jose.**

Written report, noted filed.

Jose reviewed several items from her written report. She noted the OCC Library Technician class would be touring the Library this evening.

**8. CORRESPONDENCE.**

◆July 1, 1997 letter to Robert Marten from C. Hugh Dohany regarding the Board's acceptance - with regret - of his resignation.

◆July 2, 1997 letter to Kay Schmid, Chairperson/BOC General Government Committee, from C. Hugh Dohany regarding Library Board appointments for terms commencing August 24, 1997.

◆July 14, 1997 article from Newsweek regarding the national libraries of Britain and France.


◆July 17, 1997 Michigan Library Association (MLA) Legislative Update.

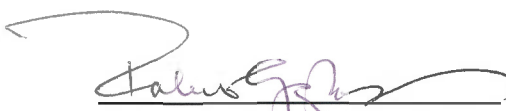
**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on August 27, 1997 at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 3:49 p.m.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD August 27, 1997

The meeting of the Oakland County Library Board was called to order at 3:03 p.m., August 27, 1997.

#### 1. ROLL CALL.

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

Excused: James Redmond.

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

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

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

None.

#### 3. APPROVAL OF THE MINUTES.

Resolution #97-27: Tera moved to approve the minutes of the July 23, 1997 meeting. Jensen seconded. Motion carried.

#### 4. OLD BUSINESS.

None.

#### 5. NEW BUSINESS - Staff Appreciation Program/Discussion.

Jose reviewed the information on creating a staff appreciation program. Discussion followed concerning what the program should include.

Resolution #97-28: Andrews moved to establish an annual appreciation luncheon for library staff members. Tera seconded. Motion carried.

#### 6. APPROVAL OF THE BILLS.

Resolution #97-29: Andrews moved to approve the August bills. Gaylor seconded. Motion carried.

**7. REPORTS TO THE BOARD.**

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

Written report, noted and filed.

Gaylor noted that all departments at TLN have moved into the new facility except the Print Shop. Gaylor asked if the penal fines distribution included interest. It was noted that the interest is deposited in the County Library Fund and is used to underwrite the cost of county-wide projects for libraries (e.g.: the OAKLAND COUNTY UNION LIST OF SERIALS, the Oakland Literacy Council).

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

Written report, noted and filed.

Weiss noted that the production of the July financial statement has been delayed; she will include July and August in the packet next month. The promotional video has been recorded. The final cut should be ready by the end of next week. Oakland University is providing four Americorps volunteers for the Literacy Council. Weiss noted that she has tickets available for anyone interested in attending the Detroit Literacy Organization *Jazz for Literacy* concert. The Council has two new volunteers working on fund raising events. The staff retreat was a success. Jensen commented on the advertisement that had been re-run in the Detroit Free Press (a copy had been included in the written report).

**C. JAIL LIBRARY - Conklin.**

Written report, noted and filed.

Conklin noted the Jail Library staff now has Internet access on their PCS. Staff can locate books in print information using OCLC FirstSearch. Conklin also noted that there is no smoking in the Jail.

**D. LBPH/RESEARCH LIBRARY - Ramey/excused.**

Written report, noted and filed.

Jose noted that the purchase order for recording booth equipment for the LBPH has been issued. The Research Library will be receiving two new PCS featuring *Windows 95* for use with the new HRFIS accounting system.

**E. LAW LIBRARY - Zyskowski.**

Written report, noted and filed.

Zyskowski thanked the Board for supporting her attendance at the AALL conference. Andrews reiterated his concern about staff providing legal advice to patrons. Zyskowski enumerated the steps that have been taken to develop basic rules covering this topic. Discussion followed concerning difficulties in providing legal research assistance to the public. Andrews noted that he believed a written policy should be implemented for the

protection and benefit of all parties involved. Discussion continued. Zyskowski noted that with the start of the Fall semester, additional class tours are being scheduled.

**F. LIBRARY SERVICES - Jose.**

Written report, noted and filed.

Jose noted that the current nine-month fiscal year will end on September 30th. The new financial system will be implemented on October 1st to coincide with the beginning of FY 98. As per discussions with Tom Ott/Fiscal Services, the Library staff will assume responsibility for inputting expenditure data into the HRFIS system. Jose informed the Board that a copy of the Library's Technology Plan was included with the written report.

**Resolution #97-30:** Gaylor moved to authorize the Chairperson to sign the FY 98 LBPH/LSCA Title I Non-Competitive Grant application in the amount of \$30,597.00. Tera seconded. Motion carried.

**8. CORRESPONDENCE.**

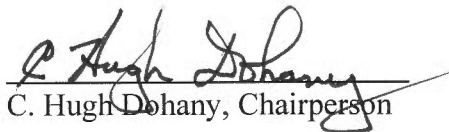
- ◆ July 28, 1997 email to Jose from Christine Lind Hage, Director of Rochester Hills Public Library, expressing appreciation for the tour provided for her students.
- ◆ August 19, 1997 letter to Mary Barden, Executive Director, Oakland Bar - Adams Pratt Foundation, from Jose acknowledging the receipt of the Foundation's check and thanking Ms. Barden and the Foundation Board for their continued support.
- ◆ August 18, 1997 FYI memo to Board members from Jose including informational items.
- ◆ August 27, 1997 memo Dick Johnston, FM&O from Jose detailing the Library's fall hours.

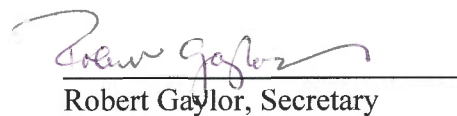
**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on September 24, 1997 at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 3:38 p.m.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD September 24, 1997

The meeting of the Oakland County Library Board was called to order at 3:02 p.m., September 24, 1997.

#### 1. ROLL CALL.

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

Excused: Robert Tera.

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

Excused: Harry Courtright, The Library Network; Dave Conklin, Jail Library.

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

None.

#### 3. APPROVAL OF THE MINUTES.

Resolution #97-31: Andrews moved to approve the minutes of the August 27, 1998 meeting. Jensen seconded. Motion carried.

#### 4. OLD BUSINESS.

None.

#### 5. NEW BUSINESS.

None.

#### 6. APPROVAL OF THE BILLS.

Resolution #97-32: Gaylor moved to approve the September bills. Jensen seconded. Motion carried.

#### 7. REPORTS TO THE BOARD.

##### A. THE LIBRARY NETWORK - Courtright/excused.

Written report, noted and filed.

Gaylor noted that TLN Board will be meeting on October 9th at the Oakland County Library. New officers will be elected at this meeting. All of the TLN operations have moved into the new building. An Open House is scheduled for October 19th. Discussion followed concerning the distribution of the interest earned on penal fines money. Mr. Dohany stated that this was a matter involving the County Treasurer and that the Library Board should not become involved in this issue.

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

Written report, noted and filed.

Weiss noted that the quarterly newsletter is being sent out. The rough cut of the promotional video is complete. She will keep the Board updated on the development of the final copy. Tutor training sessions are scheduled for September, October and November. The Council has been contacted by several organizations who wish to assist in fundraising efforts. The Oakland Press will be co-sponsoring a book and author lunch; Starbucks will be donating money from their grand opening in Troy; and Sam's Club plans to donate a portion of sales revenue from each store in the month of December.

**C. JAIL LIBRARY - Conklin/excused.**

Written report, noted and filed.

Jose noted that the PTNE position in the Jail should be filled shortly. Jose explained the money saved by finding BOOKS IN PRINT information on the Internet (as mentioned in Conklin's written report).

**D. LBPH/RESEARCH LIBRARY - Ramey.**

Written report, noted and filed.

Ramey noted that receipt of the equipment for the LBPH recording booth has been delayed. It is expected to be finished by the end of October. Many people are volunteering to record books on cassette tape once the booth is finished. Ramey explained the Jackson State Prison system for producing books in Braille. The Department of Corrections has recently "downsized" the program.

**E. LAW LIBRARY - Zyskowski.**

Written report, noted and filed.

Zyskowski noted the draft of a new brochure and poster for the Law Library clarifying the types of assistance staff can provide to patrons. The vacant full-time Library Technician I position is expected to be filled by the first week in October.

**F. LIBRARY SERVICES - Jose.**

Written report, noted and filed.

Jose noted the end of the fiscal year. The new accounting system (HRFIS) should be implemented the first of October. The library vendors have been responding to the notification sent by mail about registering information for HRFIS. Jose is serving as Chair

of the TLN Strategic Planning Team. The first annual Staff Appreciation Luncheon is scheduled for October 7th.

**8. CORRESPONDENCE.**

- ◆ August 26, 1997 letter to Jose from George M. Needham, State Librarian regarding the budget for FY 1997/98.
- ◆ Handout to Board members from Jose including articles on local libraries.

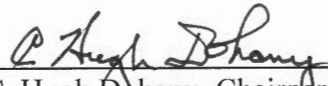
**9. CONFIRM NEXT MEETING DATE.**

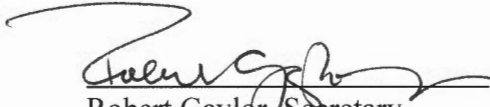
Due to a scheduling conflict the October meeting date was changed to the fifth Wednesday, October 29th.

The next meeting of the Library Board will be on **October 29, 1997** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 3:38 p.m.

  
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C. Hugh Dohany, Chairperson

  
\_\_\_\_\_  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD October 29, 1997

The meeting of the Oakland County Library Board was called to order at 3:04 p.m., October 29, 1997.

#### 1. ROLL CALL.

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

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.

Excused: Harry Courtright, The Library Network; Cathryn Weiss, Oakland Literacy Council.

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

Jose introduced new Board member John Chambers to those in attendance.

#### 3. APPROVAL OF THE MINUTES.

Resolution #97-33: Andrews moved to approve the minutes of the September 24, 1997 meeting. Tera seconded. Motion carried.

#### 4. OLD BUSINESS.

None.

#### 5. NEW BUSINESS.

None.

#### 6. APPROVAL OF THE BILLS.

Jose noted that October is now the beginning of the fiscal year.

Resolution #97-34: Andrews moved to approve the October bills. Redmond seconded. Motion carried.

#### 7. REPORTS TO THE BOARD.

##### A. THE LIBRARY NETWORK - Courtright/excused.

Written report, noted and filed.

Gaylor noted the dedication of the new TLN building and the related article from the recent TLN newsletter. Jose noted that Gaylor was elected as the new TLN Board Chairperson. Discussion followed regarding topics mentioned in the handouts.



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

Written report, noted and filed.

Jose handed out the September financial report. Jose & Gaylor noted the recent Ex Libris dinner.

**C. JAIL LIBRARY - Conklin.**

Written report, noted and filed.

Discussion followed regarding the procedures for receiving donations from the public libraries. Conklin noted that the part-time position has been filled.

**D. LBPH/RESEARCH LIBRARY - Ramey.**

Written report, noted and filed.

Ramey reviewed the Library hours and the status of the LBPH Recording Studio.

**E. LAW LIBRARY - Zyskowski.**

Written report, noted and filed.

Zyskowski explained the reduction in cost for the WESTLAW service. Discussion followed regarding the use of the service and how some costs are recovered.

**F. LIBRARY SERVICES - Jose.**

Written report, noted and filed.

Jose recommended that the Library Board approve filing a letter of intent to remain as a part of the DALNET automation system.

**Resolution #97-35:** Andrews moved that on behalf of the Law Library, the Board file a letter of intent to continue with the DALNET automation system. Redmond seconded. Motion carried.

**8. CORRESPONDENCE.**

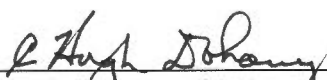
None.

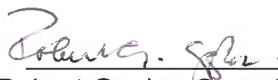
**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **November 26, 1997 at 1:30 p.m.**, in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 3:35 p.m.

  
C. Hugh Dehany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

November 26, 1997

The meeting of the Oakland County Library Board was called to order at 1:35 p.m., November 26, 1997.

#### 1. ROLL CALL.

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

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, Oakland Literacy Council.

Excused: Harry Courtright, The Library Network.

#### 2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE. None.

#### 3. APPROVAL OF THE MINUTES.

Resolution #97-36: Andrews moved to approve the minutes of the October 29, 1997 meeting. Gaylor seconded. Motion carried.

#### 4. OLD BUSINESS. None.

#### 5. NEW BUSINESS. None.

#### 6. APPROVAL OF THE BILLS.

Resolution #97-37: Jensen moved to approve the November bills. Redmond seconded. Motion carried.

Andrews asked about Jose's comments in her written report concerning the FY 97 year-end statement and requested documentation on several items. Discussion followed.

#### 7. REPORTS TO THE BOARD.

##### A. THE LIBRARY NETWORK - Gaylor (Courtright/excused).

Written report, noted and filed.

Gaylor will provide the Board with copies of the Executive Summary of the Michigan Access document.

##### B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, noted and filed.

Tutor training sessions have been well attended. Student enrollment is up. The newsletter will be published shortly. Dohany asked about providing reading instruction in the Jail. Discussion followed concerning previous efforts to develop a literacy program in the Jail.

**C. JAIL LIBRARY - Conklin.**

Written report, noted and filed.

Conklin noted that funding for the book budget comes from the Jail Commissary Fund.

**D. LBPH/RESEARCH LIBRARY - Ramey.**

Written report, noted and filed.

Ramey noted that the LBPH staff is coordinating a "Toys for Tots" program again this year. The recording booth needs one more piece of equipment to be completed. A class of Library Science students from WSU came to tour the Library units. Discussion followed about planning a tour for the Board members. A date will be selected after the first of the year. Redmond thanked Ramey for helping with the volunteer luncheon at Oakland Schools. It was suggested that the strategic plan should include providing Braille transcription services.

**E. LAW LIBRARY - Zyskowski.**

Written report, noted and filed.

Zyskowski explained Internet access to House and Senate bills.

**F. LIBRARY SERVICES - Jose.**

Written report, noted and filed.

Jose apologized for the confusion caused by her comments on the year-end FY 97 report. Discussion followed. Jose will provide the requested documentation and develop a memo to be sent to the Director of Management & Budget. The strategic planning report has been moved to the January meeting. Jose reviewed the proposed 1998 meeting dates.

**8. CORRESPONDENCE.**


- November 7, 1997, MLA Annual Report 1996-1997.
- November 14, 1997, MLA Legislative Update.

**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **December 17, 1997** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 2:08 p.m.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary