



1998

**Oakland County
Library Board
Minutes**

Book 2 of 2

MINUTES

OAKLAND COUNTY LIBRARY BOARD

May 27, 1998

The meeting of the Oakland County Library Board was called to order at 2:07 p.m.

1. **ROLL CALL.**

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

Also in Attendance: Phyllis Jose, Director of Library Services; Michelle Snow, Library Administration; Cathryn Weiss, Oakland Literacy Council.

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

3. **APPROVAL OF THE MINUTES.**

Resolution #98-14: Jensen moved to approve the minutes of the April 29, 1998 meeting. Chambers seconded. Motion carried.

4. **OLD BUSINESS.** None.

5. **NEW BUSINESS.**

A. **Resolution - Richard Beer.**

Jose reviewed the proposed resolution honoring Richard Beer.

Resolution #98-15: Chambers moved to approve resolution as distributed. Redmond seconded. Motion carried.

6. **APPROVAL OF FINANCIAL STATEMENTS.**

Resolution #98-16: Redmond moved to approve the April financial statement. Chambers seconded. Motion carried.

Resolution #98-17: Andrews moved to approve the expenditure of \$500.00 from the County Library Fund/Memberships line item to pay the Library's Michigan Library Association Institutional Dues. Jensen seconded. Motion carried.

Consensus of the Board was to attempt to move this expense to the General Fund budget during the next fiscal year.

REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Gaylor.

Written report, noted and filed.

Discussion followed concerning TLN's financial concerns. Andrews requested staff to review the DRA contractual agreement with TLN.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, noted and filed.

Weiss noted that 127 people are scheduled to attend the Annual Recognition Event this year. The America Reads program has created a demand for literacy in families and schools. Weiss reviewed the Council's current statistics. She described the current partnership with the Brandon Township Public Library to incorporate a reading discussion with parents in the Library. Andrews asked how many of the current students are being tutored in English as a Second Language. Weiss indicated that about 2/3 currently enrolled students are in this category.

C. LIBRARY SERVICES - Jose.

Written report, noted and filed.

Discussion followed regarding an increase in the expenditure level requiring Board approval for the LBPH Gift Fund. Consensus was to keep the present amount. Jose also noted that Windows 95 will be implemented in the LBPH and Research Library this summer with an upgrade to Windows NT when possible.

9. CORRESPONDENCE.

- April 19, 1998 letter from Pauline Druschel to Jose thanking the Library Board for their letter of congratulation to Druschel for receiving the Allie Beth Martin Award.
- April 24, 1998 memo from Douglas Williams, Deputy County Executive to Department Heads regarding the new distribution method for County paychecks.
- May 6, 1998 letter from Bruce F. Coleman, President of Oakland Bar-Adams Pratt Foundation to Dianne Zyskowski, Law Library Supervisor regarding the recent grant for the Law Library to purchase additional CD ROM drives.
- May 19, 1998 memo from Jose to Dick Johnston, FM&O regarding Library's summer hours/schedule.

- Article from The Daily Tribune regarding the reconstruction of the Berkley Public Library.

10. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on **June 17, 1998** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. WORKING SESSION/STRATEGIC PLAN.

Members discussed the Plan including whether the goals are attainable; the impact on the budget; the formation of a Friends group for the LBPH; electronic services; etc. Conclusion: For the June Board meeting, Jose will revise wording based on specific comments. By the July meeting, staff will begin to develop implementation plans for the various objectives. Finally, the Board will determine the particular items they wish to accomplish in a given year.

12. ADJOURNMENT.

The meeting was adjourned at 3:15 p.m.



C. Hugh Dohany, Chairperson



Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

June 17, 1998

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

1. ROLL CALL.

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

Excused: C. Hugh Dohany.

Also in Attendance: Phyllis Jose, Director of Library Services; Michelle Snow, Library Administration; Cathryn Weiss, Oakland Literacy Council; Sherry Hakim, Library staff member.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

Jose announced that Michelle Snow would be resigning as of July 2nd; and introduced Sherry Hakim who has been appointed to fill Snow's position. Hakim is currently a PTNE General Clerical employee in the LBPH.

3. APPROVAL OF THE MINUTES.

Resolution #98-18: Andrews moved to approve the minutes of the May 27, 1998 meeting. Chambers seconded. Motion carried.

4. OLD BUSINESS. None.

5. NEW BUSINESS. None.

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #98-19: Redmond moved to approve the May financial statement. Andrews seconded. Motion carried.

Resolution #98-20: Andrews moved to approve the expenditure of \$1049.00 from the LBPH Gift Fund/Misc line item to pay part of the costs for the purchase of mailing cards. Redmond seconded. Motion carried.

Discussion followed. The consensus of the Board was that while this expenditure from the Gift Fund had been approved, this was an expense that should be included in the General Fund budget. Jose indicated she would discuss this with Fiscal Services.

7. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Gaylor.

Written information, noted and filed.

Discussion followed regarding TLN's financial situation.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, noted and filed.

Weiss noted that the Annual Recognition Event was very successful. The financial report was reviewed. The Council's fiscal year ends on June 30th.

C. LIBRARY SERVICES - Jose.

Written report, noted and filed.

In response to Andrew's request at the May meeting, Jose reviewed the documentation with TLN regarding the DRA system.

Resolution #98-21: Tera moved to approve submitting the application for the FY 1998 LSTA/LBPH Non-Competitive Sub-Grant in the amount of \$29,339. Redmond seconded. Motion carried.

Jose reviewed the revised wording for the Strategic Plan. Jose will begin to develop implementation steps for the strategic objectives. Jensen indicated that he would advise the Chair of the BOC Strategic Planning Committee of the Library Board's progress on the document. Discussion followed.

8. CORRESPONDENCE

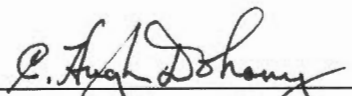
- May 28, 1998 letter from Jose to Richard Beer congratulating him on receiving the AALL Marian Gould Gallagher Award for Distinguished Service.
- June 8, 1998 letter from Jose to Carole Hund, extending best wishes on behalf of the Library Board on her retirement from the Farmington Community Library.


9. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on **July 22, 1998** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting was adjourned at 3:31 p.m.


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

July 22, 1998

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

1. **ROLL CALL.**

Board Members Present: C. Hugh Dohany, Robert Gaylor, Steven Andrews (arrived after meeting started), John Chambers, Donald Jensen, Dr. James Redmond, Robert Tera.

Also in Attendance: Phyllis Jose, Director of Library Services; Cathryn Weiss, Oakland Literacy Council; Sherry Hakim, Library Administrative Assistant.

2. **ANNOUNCEMENTS AND CALL TO THE AUDIENCE - None.**

3. **APPROVAL OF THE MINUTES.**

Resolution #98-22: Redmond moved to approve the minutes of the June 17, 1998 meeting. Chambers seconded. Motion carried.

4. **OLD BUSINESS.** None.

5. **NEW BUSINESS.**

Resolution #98-23: Gaylor moved to approve the 1997/98 distribution of penal fines as submitted by the County Treasurer's Office. Tera seconded. Motion carried.

6. **APPROVAL OF FINANCIAL STATEMENTS.**

Resolution #98-24: Jensen moved to approve the June financial statement. Redmond seconded. Motion carried.

7. **REPORTS TO THE BOARD.**

A. **THE LIBRARY NETWORK - Gaylor.**

Written information, noted and filed.

Gaylor reviewed the first meeting of the TLN Financial Recovery Team. Three subcommittees have been established to work on various aspects of the deficit.

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

Written report, noted and filed.

Weiss noted that the Annual Recognition Event received extensive follow-up publicity. Report included a list of individuals who have agreed to serve on the Council's Honorary Board. One of those individuals, Murray Feldman has agreed to write a guest column for the

newsletter. Funding received from the Michigan Department of Education for the 97-98 program was increased. A gift of \$10,000 was received from the Inglis' Charitable Trust. Dennis McCue, Student Services Coordinator has accepted a full time position and will be leaving the Council on August 24th.

C. LIBRARY SERVICES - Jose.

Written report, noted and filed.

Jose reviewed items on strategic planning that she had gathered at the American Library Association Conference; explained the work involved with the DALNET Steering Committee; and updated the Board on the County's Metropolitan Area Network project.

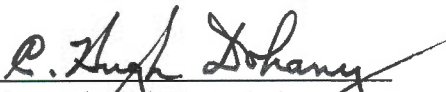
8. CORRESPONDENCE - None.

9. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on August 26, 1998 at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting was adjourned at 3:42 p.m.


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD August 26, 1998

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

1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Steven Andrews, John Chambers, Donald Jensen, Dr. James Redmond (arrived after meeting started).

Board Members Excused: Robert Tera.

Also in Attendance: Phyllis Jose, Director of Library Services; Cathryn Weiss, Oakland Literacy Council; Sherry Hakim, Library Administrative Assistant.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

Richard Beer, former Director of the law Library, attended the meeting to thank the Board for their resolution of congratulations for the award he received from AALL.

Dr. Redmond informed the Board that he had been named as Chairperson of the "Reading Plan for Michigan" program by Governor Engler.

3. APPROVAL OF THE MINUTES.

Resolution #98-25: Jensen moved to approve the minutes of the July 22, 1998 meeting. Andrews seconded. Motion carried.

4. OLD BUSINESS.

Strategic Plan: The Board discussed the draft. Jose will revise based on the discussion.

5. NEW BUSINESS - None.

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #98-26: Redmond moved to approve the August financial statement. Chambers seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Gaylor.

Written information, noted and filed.

General discussion of the financial situation at TLN.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, noted and filed.

Susan Allers has been hired as the new Student Services Coordinator. She began work on August 24th. The Council submitted an application for a Michigan Department of Education grant for tutor training activities. The Ex Libris benefit dinner will be October 22nd.

C. LIBRARY SERVICES - Jose.

Written report, noted and filed.

Governor Engler signed PA310/1998 which included an increase in state aid to libraries and additional state aid funding for the Subregional Libraries. Jose reviewed the initial results of the Personnel Department's study of the Library Technician classification. Mr. Dohany has been reappointed to the Library Board for a term ending August 24, 2003. A brochure from Oakland Schools Printing & Graphics will be sent out in the TLN delivery (TLN has closed its Print Shop).

8. CORRESPONDENCE:

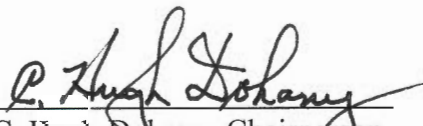
- a. Thank you for hosting OCC Library Technician Class from Tina Theeke.
- b. Announcement: The Berkley Library is moving back!

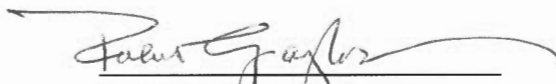
9. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on **September 23, 1998** 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 September 23, 1998

The meeting of the Oakland County Library Board was called to order at 3:00 p.m.

1. **ROLL CALL.**

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

Board Members Excused: Steven Andrews, John Chambers.

Also in Attendance: Phyllis Jose, Director of Library Services; Cathryn Weiss, Oakland Literacy Council; Sherry Hakim, Library Administrative Assistant.

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

None.

3. **APPROVAL OF THE MINUTES.**

Resolution #98-27: Redmond moved to approve the minutes of the August 26, 1998 meeting. Gaylor seconded. Motion carried.

4. **OLD BUSINESS.**

Strategic Plan: The Board discussed the revised draft. Redmond asked to have an item added under Technology - regarding fiber optic connections. By consensus the Board indicated their approval for the plan as revised, but delayed final action until the October meeting to allow Andrews and Chambers to comment.

5. **NEW BUSINESS.**

LBPH Personnel Item: Jose reviewed the request. Discussion followed.

Resolution #98-28: Redmond moved that a request be submitted to Personnel and Fiscal Services to have the two PTNE General Clerical positions in the LBPH combined into one full time position, with the additional costs to be paid from the increased state aid funding for the LBPH. Gaylor seconded. Motion carried.

6. **APPROVAL OF FINANCIAL STATEMENTS.**

Jose distributed copies of the September statement and reminded the Board that this was the final month of the fiscal year. Additional monies would be expended by September 30th in order to close out various line items. The final statement for FY 98 would be distributed with the October packets. An additional \$60,000.00 was added to the Law Library Continuations line item.

Resolution #98-29: Gaylor moved to approve the September financial statement. Tera seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Gaylor.

Written information, noted and filed.

Gaylor reviewed recent activities at TLN.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, noted and filed.

Weiss discussed contacts with Judge Mester (Circuit Ct) and Judge McMillen (51st District) regarding projects with the Council. The Brandon Township Library is moving ahead with the Reading Seeds Program. Plans for the ExLibris Dinner are proceeding. A grant to send five people to the LVA national conference in Houston has been approved.

C. LIBRARY SERVICES - Jose.

Written report, noted and filed.

Jose indicated that she is continuing to gather documentation concerning the Library Technician classifications; and advised the Board that the new PC's (featuring Windows 95) have been installed in the Research Library.

8. CORRESPONDENCE:

a. Article on libraries from the *Detroit Free Press*, 8/28/98.

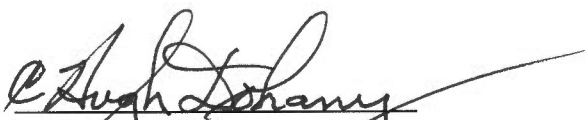
b. September 3, 1998 letter to Betty Ramey from the Waterford Career Center thanking Ramey and the LBPH staff for their assistance with the 1998 Summer Youth Employment participants.

9. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on **October 28, 1998** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting was adjourned at 3:40 p.m.


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

October 28, 1998

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

1. ROLL CALL.

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

Also in Attendance: Phyllis Jose, Director of Library Services; Cathryn Weiss, Oakland Literacy Council; Sherry Hakim, Library Administrative Assistant.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #98-30: Jensen moved to approve the minutes of the September 23, 1998 meeting. Chambers seconded. Motion carried.

4. OLD BUSINESS.

Strategic Plan:

Resolution #98-31: Redmond moved to approve the Oakland County Library Strategic Plan, FY 1999-FY2007. Gaylor seconded. Motion carried.

5. NEW BUSINESS.

None.

6. APPROVAL OF FINANCIAL STATEMENTS.

Included in the packet were the final September statement (end of FY 98) and the October statement.

Resolution #98-32: Redmond moved to approve the September (final) and October financial statements. Chambers seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. THE LIBRARY NETWORK - Gaylor.

Written information, noted and filed.

Gaylor reviewed recent activities at TLN.

B. OAKLAND LITERACY COUNCIL - Weiss.

Written report, noted and filed.

ExLibris, the Friends annual fundraising dinner, was very successful. Weiss discussed the *Equipped for the Future* program. Additional Council activities include the November session of the Reading Seeds Program at the Brandon Township Library and training scheduled for Southfield. Weiss also met with Judge Mester regarding the *Reading to Reduce Recidivism* program.

C. LIBRARY SERVICES - Jose.

Written report, noted and filed.

Resolution #98-33: Andrews moved to accept payment from the Oakland Bar-Adams Pratt Foundation for the grant to the Law Library and to authorize the transfer of those funds to the County's Information Technology Department. Gaylor seconded. Motion carried.

Jose noted that the LBPH Gift Fund Annual Report for FY 98 was included in the packet.

8. CORRESPONDENCE:

a. 2 articles on libraries (Farmington Community Library & Springfield Township Library) from the *Detroit News*.

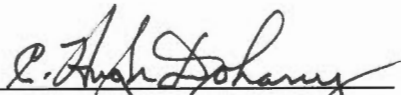
b. September 30, 1998 *Legislative Update* from the Michigan Library Association.

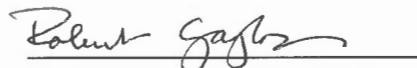
9. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on **November 25, 1998** at **1:30** p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting was adjourned at 3:30 p.m.


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary