



**1996**

**Oakland County  
Library Board  
Minutes**

**Book 1 of 2**

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD December 13, 1995

The meeting of the Oakland County Library Board was called to order at 3:00 p.m., December 13, 1995.

1. **ROLL CALL.**

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

Excused: Donald Jensen

Also in Attendance: Phyllis Jose, Director of Library Services; 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 #95-38: Redmond moved to approve the minutes of the November 22, 1995 meeting. Gaylor 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.

The Volunteer Recognition Luncheon will be held on December 14th.

A tutor training session has been scheduled beginning January 27th at Peace Lutheran Church in Southfield.

Weiss noted that a Clerical II position has not been filled.

Dennis McCue has been hired as the Council's Student Services Coordinator.

Jose announced that the staff members of both the Treasurer's Office and the Library had made donations to the Oakland Literacy Friends as their holiday gifts for Mr. Dohany.

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

Written report, statistics, noted and filed.

No additions to written report.

**D. LBPH/Research Library - Ramey.**

Written report, statistics, noted and filed.

The revised New Readers Handbooks have been printed for the LBPH.

Martha McDermott in the Research Library has returned to work. Gloria Bray, who worked temporarily in the Research Library while McDermott was gone, will be transferred to the Law Library.

Staff members from the Research and Jail libraries have been working evenings in the Law Library.

**E. LAW LIBRARY**

Written report, statistics, noted and filed.

None.

**F. DIRECTOR OF LIBRARY SERVICES - Jose.**

Written report noted and filed.

Jose sought input from the Board regarding possible restructuring of the libraries. Discussion followed regarding the various options.

**Resolution #95-39:** Gaylor moved to keep the current structure of the libraries. Andrews seconded. Motion carried.

Advertisements will be placed for the Library Supervisor. Jose will work with Personnel to finalize the job responsibilities and qualifications document.

Andrews suggested that the salary levels of all positions be reviewed.

**5. APPROVAL OF THE BILLS.**

**Resolution #95-40:** Gaylor moved approval of the December bills, including authorizing the Chairperson to pay invoices due on January 2, 1996 from FY 1996 funds. Tera seconded. Motion carried.

**6. CORRESPONDENCE**

None.

7. OLD BUSINESS

A. 1996 MEETING DATES/ACTION

Board members discussed the proposed dates.

Resolution #95-41: Andrews moved approval of the proposed 1996 meeting dates. Tera seconded. Motion carried.

8. NEW BUSINESS

None

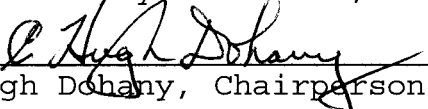
9. CONFIRMATION OF NEXT MEETING DATE.

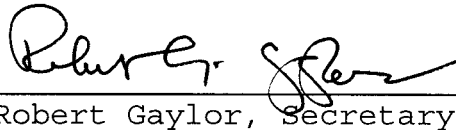
The next meeting of the Library Board will be on **January 31, 1996 at 3:00 p.m.** in the Library Board Room/Second Floor/West Wing Extension.

10. ADJOURNMENT.

The meeting adjourned at 3:33 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
C. Hugh Dohany, Chairperson

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

MINUTES

OAKLAND COUNTY LIBRARY BOARD  
January 31, 1996

The meeting of the Oakland County Library Board was called to order at 3:00 p.m., January 31, 1996.

1. **ROLL CALL.**

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

Excused: Robert Gaylor.

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

Excused: Renae Keeler, Research Library; Harry Courtright, The Library Network.

Guest: Carla Weiss.

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

None.

3. **APPROVAL OF THE MINUTES.**

Resolution #96-1: Andrews moved to approve the minutes of the December 13, 1995 meeting. Marten seconded. Motion carried.

4. **REPORTS TO THE BOARD.**

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

Written documents received & filed.

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

Written report, statistics, noted and filed.

Weiss announced that Deputy Director Monica Smith has submitted her resignation effective February 9th. Ms. Smith has accepted a position with J. Walter Thompson.

Weiss noted that the Council Office was closed today due to a bomb threat received at their building.

The mailing for the annual "Stay-At-Home Tea" will be put together by volunteers on February 14 & 15. All Board members were invited to attend.

With the completion of the tutor training session this weekend, 27 tutors will be available to match with students.

**C JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

Gold announced that writer Beverly Jenkins has accepted an invitation to come and speak with the female inmates.

**D. LBPH/Research Library - Ramey.**

Written report, statistics, noted and filed.

Ramey updated the Board on staffing situations in the Research Library and LBPH.

Ramey noted the brochures and newspaper article included in the Board's packet.

The dedication of the "Non-Profit Collection" in the Research Library will be February 22nd at 3:00 p.m. Materials for this collection were provided by the United Way of Oakland County. Ramey & Jose encouraged all Board members to attend.

The FY 95 Annual Report for the LBPH Gift Fund was distributed. Ramey provided an overview of the year's activities.

**E. LAW LIBRARY**

Written report, statistics, noted and filed.

Discussion followed regarding the filling of the current staff vacancies in the Law Library.

**F. DIRECTOR OF LIBRARY SERVICES - Jose.**

Written report noted and filed.

Jose reported on the meeting held with Information Technology (IT) staff on January 29th. IT staff indicated they are ready to create the necessary local networks and activate the CD ROM towers in the Research and Law Libraries. The public access area will also be set up in the Law Library.

**5. APPROVAL OF THE BILLS.**

**Resolution #96-2:** Tera moved approval of the January bills. Jensen seconded. Motion carried.

**Resolution #96-3:** Andrews moved approval of an expenditure from the LBPH Gift Fund in the amount of \$755.30 for the purchase of cloth mailing bags for the large print books. Redmond seconded. Motion carried.

**6. CORRESPONDENCE**

January 31, 1996

- Copy of a memo to Cooperative Directors from Jeffrey Johnson, Deputy State Librarian, recapping FY 1995/96 appropriations for libraries.
- "Questions and Answers about HJR T" prepared by the Michigan Library Association.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

None

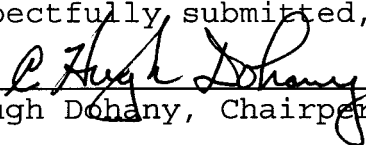
9. **CONFIRMATION OF NEXT MEETING DATE.**

The next meeting of the Library Board will be on February 28, 1996 at 3:00 p.m. in the Library Board Room/Second Floor/West Wing Extension.

10. **ADJOURNMENT.**

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

  
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C. Hugh Dohany, Chairperson

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

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD February 28, 1996

The meeting of the Oakland County Library Board was called to order at 3:00 p.m., February 28, 1996.

1. **ROLL CALL.**

Board Members Present: C. Hugh Dohany, Donald Jensen, Robert Marten, Robert Tera.

Excused: Robert Gaylor, Judge Steven Andrews, Dr. James Redmond.

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

Excused: Yvonne Gold, Jail Library; Renae Keeler, Research Library.

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

None.

3. **APPROVAL OF THE MINUTES.**

Resolution #96-4: Jensen moved to approve the minutes of the January 31, 1996 meeting. Marten seconded. Motion carried.

4. **REPORTS TO THE BOARD.**

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

Written documents noted & filed.

Courtright noted the following items: TLN is establishing Internet accounts for the public; they are working with several local municipalities to connect them with the DRA system to allow direct access to the Internet; Concordia & Cleary Colleges are considering joining the DRA system.

As per the handout included in the packet, Courtright discussed the revenues & expenditures for the menu services for FY 94-95.



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

Written report, statistics, noted and filed.

As of today, over \$1200.00 has been received as a result of the Stay-At-Home-Tea mailing. The drawing for the prizes will be held on April 1st.

Staff from WKBD/Channel 50 interviewed Weiss for an upcoming segment. Interviews with several student/tutor pairs will also be included.

Weiss has also been interviewing candidates for tutor trainer positions.

The revised 1995-96 budget was presented to the Board for consideration. The operating budget has been reduced from \$151,650 to \$132,230.

**Resolution #96-5:** Tera moved to approve the revised FY 95-96 operating budget for the Oakland Literacy Council. Marten seconded. Motion carried.

**C. JAIL LIBRARY - Gold - excused.**

Written report, statistics, noted and filed.

**D. LBPH/Research Library - Ramey.**

Written report, statistics, noted and filed.

Ramey reported that over 100 people had attended the Signed Story Hour on February 17th. Based on the response of the participants, Ramey felt it had been a very successful program.

Ramey updated the Board on the dedication of the Non-Profit Collection, co-sponsored by the United Way of Oakland County. The County Executive, several County Commissioners and representatives from various non-profits organizations were in attendance. Mr. Dohany participated in the actual ribbon cutting.

**E. LAW LIBRARY**

Written report, statistics, noted and filed.

**F. DIRECTOR OF LIBRARY SERVICES - Jose.**

Written report noted and filed.

Jose indicated that she was withdrawing the request for a resolution regarding signage on the Service Center Campus. Dave Ross, Director/Facilities Management had contacted Jose regarding this issue and indicated that a member of his staff would be available to meet with Jose & Ramey to review this issue.

Jose presented an overview of the draft of the staffing review conducted by Personnel. She indicated there were several areas that needed clarification and would assist Dohany in preparing a response. She also shared with the Board a suggestion from the County's Employee Suggestion Program to create programming in the new facility to increase library usage. The suggestion was forwarded from the County Executive's Office. Jose indicated she would follow up and report back to the Board.

**5. APPROVAL OF THE BILLS.**

Resolution #96-6: Marten moved approval of the February bills. Tera seconded. Motion carried.

**6. CORRESPONDENCE**

- Copy of a memo from M-Link regarding the Michigan Small Business Development Centers. (faxed to Research Library 2/19/96)

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

a. Community Land Information System. After extensive discussion of this issue, the consensus was to table the item

until the Board can view an actual display of the product which has been scheduled for the March 27th meeting.

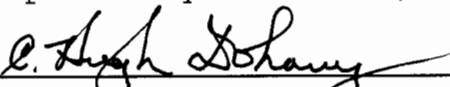
**9. CONFIRMATION OF NEXT MEETING DATE.**

The next meeting of the Library Board will be on March 27, 1996 at 3:00 p.m. in the Executive Office Building/Conference Room 104.

**10. ADJOURNMENT.**

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

  
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C. Hugh Dohany, Chairperson

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

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## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

March 27, 1996

The meeting of the Oakland County Library Board was called to order by Gaylor, serving as Chairperson in Dohany's absence, at 3:08 p.m., March 27, 1996.

**1. ROLL CALL.**

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

Excused: C. Hugh Dohany, Donald W. Jensen.

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

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

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

Jose announced that the new Supervisor for the Law Library has been hired. Dianne Zyskowski will begin work on April 15th. Jose thanked Gaylor for participating in the interview process. Board members requested a copy of Ms. Zyskowski's resume and asked Jose to schedule a luncheon for the week of April 1st to allow Board members to meet Ms. Zyskowski.

**3. APPROVAL OF THE MINUTES.**

Resolution #96-7: Marten moved to approve the minutes of the February 28, 1996 meeting. Tera seconded. Motion carried.

**4. REPORTS TO THE BOARD.**

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

Written documents noted & filed.

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

Written report, statistics, noted and filed.

The Friends have received over \$5,000 in response to the Stay-At-Home-Tea fundraiser.

Additional tutor training sessions have been scheduled for April and May. Weiss complimented the Council staff on their recent efforts.

**C. JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

Melanie Brown of the DETROIT LEGAL NEWS did an in depth article on the Jail Library program.

Author Beverly Jenkins will be coming to talk to the female inmates on April 12th.

**D. LBPH/Research Library - Ramey - excused.**

Written report, statistics, noted and filed.

**E. LAW LIBRARY**

Written report, statistics, noted and filed.

Jose reported that the CD-ROM tower is up for use and workstations are available for the public to access the information. Another CD-ROM Tower may be needed.

**F. DIRECTOR OF LIBRARY SERVICES - Jose.**

Written report noted and filed.

**Resolution #96-8:** Tera moved to approve the purchase from the County Library Fund of one copy of the 15th edition of the OAKLAND COUNTY UNION LIST OF SERIALS for each of the 33 participating public libraries at a cost of \$55.00 per copy. Redmond seconded. Motion carried.

**5. APPROVAL OF THE BILLS.**

**Resolution #96-9:** Tera moved approval of the March bills, excluding the Law Library bills. Marten seconded. Motion carried.

**Resolution # 96-10:** Redmond moved approval of the March Law Library Bills, requesting a report at the next meeting on the Computer Research Satellite usage. Andrews seconded. Motion carried.

**6. CORRESPONDENCE**

- Article from March 11, 1996 Library Hotline regarding hacker-induced computer crashes at the King County Public Library in Seattle, WA.
- March 22, 1996 memo from Jose to Kelly Fitzpatrick, Personnel regarding the Library Operations Study.

March 27, 1996

- March 19, 1996 - Operations Study: Oakland County Library, Personnel Department Recommendations.
- March 4, 1996 memo from Jose to Kelly Fitzpatrick, Personnel commenting on the draft of the Library Operations Study.

Discussion followed regarding convening a Special Session of the Board prior to the April 24th meeting in order to discuss the Library Operations Study. A consensus was reached to hold a special meeting on April 16 at 4:30 p.m.

**7. OLD BUSINESS**

**a. Community Land Information System - tabled 2/28/96**

A resolution regarding the purchase of a Community Land Information System remained tabled until the April meeting.

**8. NEW BUSINESS**

None.

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

A special meeting of the Library Board will be held on April 16, 1996 at 4:30 p.m. in the Research Library Conference Room.

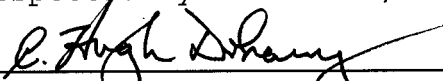
The next regular meeting of the Library Board will be on April 24, 1996 at 3:00 p.m. in the Library Board Room/Second Floor/West Wing Extension.

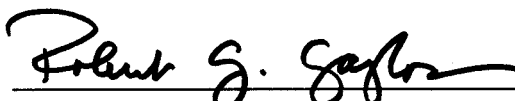
**10. ADJOURNMENT.**

The meeting adjourned at 3:40 p.m.

Following adjournment, the Board members attended a demonstration of the Community Land Information System Kiosk.

Respectfully submitted,

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

April 16, 1996  
Special Meeting

A special meeting of the Oakland County Library Board was called to order at 4:49 p.m., April 16, 1996.

#### 1. ROLL CALL

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

Excused: Donald W. Jensen, Robert Marten, Dr. James Redmond.

Also in Attendance: Phyllis Jose, Director of Library Services; Dianne Zyskowski, Law Library; Renae Keeler, Research Library.

Excused: Betty Ramey, Research Library/LBPH; Yvonne Gold, Jail Library; Cathryn Weiss, Literacy Council; Harry Courtright, TLN.

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

None.

#### 3. OPERATIONS STUDY/DISCUSSION.

The special meeting of the Library Board was called to discuss the Operations Study/Oakland County Library prepared by the Personnel Department.

Jose provided an overview of the report.

Discussion followed.

Dohany reported that he had spoken with Judy Eaton who indicated that money from the County Library Fund could be used as offsetting revenue for the cost of additional personnel.

Jose, Gaylor & Zyskowski have discussed the possibility of contracting with a loose-leafing service. Zyskowski will obtain figures on the cost of several contractors and also calculate cost of overtime for current staff.

Jose indicated that the effects of automation on staff responsibilities projected by Personnel is misleading since the automation project is not fully operational. Gaylor noted that statistics indicate that staff work time is not reduced by automation, but that job functions shift.

Jose was directed to develop a response to the report to be reviewed by the Board on April 24th.

Board members also suggested that overtime be used to the fullest extent in order to show the need for more people.

There was a general discussion regarding the use of emergency personnel and clerical pool employees.

Jose was directed to request an opinion from Corporation Counsel on the use of volunteers.

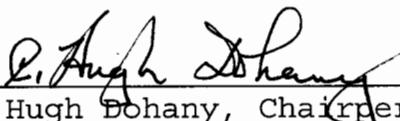
**Resolution #96-11:** Andrews moved that a memo be sent to Personnel from the Board requesting a review of the factors used to determine the salary grade levels of the Director of Library Services and the Library Supervisor positions. Gaylor seconded. Motion carried.

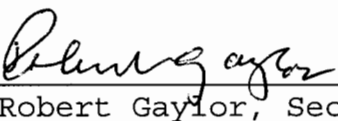
Additionally, the Board directed Zyskowski to investigate providing WESTLAW and/or Lexis dial-in access for small law firms.

#### 4. ADJOURNMENT.

The meeting adjourned at 5:36 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
C. Hugh Bohany, Chairperson

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



## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

April 24, 1996

The meeting of the Oakland County Library Board was called to order at 3:05 p.m., April 24, 1996.

#### 1. ROLL CALL.

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

Excused: Robert Marten.

Also in Attendance: Phyllis Jose, Director of Library Services; Dianne Zyskowski, 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.

Jose announced that Dick Beer's father had passed away. The family requested that the Law Library be one of the organizations designated for donations.

#### 3. APPROVAL OF THE MINUTES.

Resolution #96-12: Andrews moved to approve the minutes of the March 27, 1996 meeting. Tera seconded. Motion carried.

#### 4. REPORTS TO THE BOARD.

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

Written documents noted & filed.

Discussion followed regarding the TLN organizational chart and the status of the Blue Water Library Cooperative and LBPH.

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

Written report, statistics, noted and filed.

The article from the March 31, 1996 Detroit Free Press has already generated 35 volunteers and calls are still being received. Twenty-five people are registered for the next tutor training.

Weiss attended a meeting of the "Catch 'em in the Cradle" group which addresses the issue of family literacy.

**C. JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

The part-time position at the Jail is vacant.

The women inmates' visit with author, Beverly Jenkins, went very well.

Gold is still waiting for approval of the proposed book club.

The policy on the distribution of periodicals to Cell Block C is still under review. Discussion followed.

**D. LBPH/Research Library - Ramey.**

Written report, statistics, noted and filed.

Ramey explained that postage for the LBPH is provided free of charge for all mailings, except applications since those are sent out to people not yet considered patrons.

Ramey distributed a memo with information on the value of the services contributed by LBPH volunteers.

Ramey reminded the Board members of the Volunteer Luncheon on April 25.

Ramey received a call from Media and Communications to do a public service announcement for television. She would like to include all the Libraries and the Literacy Council.

**E. LAW LIBRARY**

Written report, statistics, noted and filed.

An updated report was distributed because of new developments since the packets had been distributed.

The situation with the excessive on-line charges has been resolved.

**F. DIRECTOR OF LIBRARY SERVICES - Jose.**

Written report noted and filed.

Jose reminded the Board of the PLTAOC Dinner next week. Gaylor indicated he would attend.

**Resolution 96-13:** Andrews moved to approve the contract with Oakland Community College covering the operation of the Oakland Literacy Council. The contract covers 1996 and 1997. Tera seconded. Motion carried.

Jose reported that the Research Library CD-ROM tower is the only item included in the original automation project that has not been completed by Information Technology.

**5. APPROVAL OF THE BILLS.**

**Resolution #96-14:** Tera moved approval of the April bills. Gaylor seconded. Motion carried.

**6. CORRESPONDENCE**

- April 11, 1996 MLA Legislative update.

**7. OLD BUSINESS**

**a. Community Land Information System - tabled 2/28/96**

The Board decided to leave the issue tabled.

**b. Personnel Issues**

The Board directed Jose to send the response to Personnel detailing the Library Board's concerns with the Operations Study.

**Resolution 96-15:** Tera moved to create a personnel subcommittee of the Board with a duration of three months. The subcommittee will consist of two Board members, appointed by the Chair, and the Director of Library Services. The subcommittee will review job descriptions for the Director of Library Services and the Library Supervisor positions, including the salary grade level placement, and report back to the Board. Gaylor seconded. Motion carried.

Dohany appointed Tera and Gaylor to the subcommittee.

Based on the increased workload, additional staffing is needed for the LBPH. Jose requested direction from the Board on how to proceed. The consensus was to request an additional position as part of the budget process.

**c. Additional Items**

Redmond noted the need for a special meeting to discuss strategic planning.

Ramey requested input on whether to proceed with plans to equip the soundproofed room in the LBPH. The Board requested that she prepare a proposal detailing the anticipated costs.

**8. NEW BUSINESS**

None.

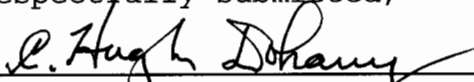
**9. CONFIRMATION OF NEXT MEETING DATE.**

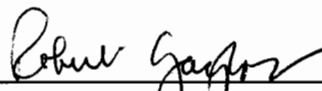
The next meeting of the Library Board will be on May 22, 1996 at 3:00 p.m. in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting adjourned at 4:09 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
C. Hugh Dohany, Chairperson

  
\_\_\_\_\_  
Robert Gayler, Secretary

**MINUTES**

**OAKLAND COUNTY LIBRARY BOARD**

**May 22, 1996**

The meeting of the Oakland County Library Board was called to order at 3:03 p.m., May 22, 1996.

**1. ROLL CALL.**

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

Also in Attendance: Phyllis Jose, Director of Library Services; Dianne Zyskowski, 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 #96-16: Tera moved to approve the minutes of the April 16, 1996 and April 27, 1996 meetings. Gaylor seconded. Motion carried.

**4. REPORTS TO THE BOARD.**

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

Written documents noted & filed.

Discussion followed regarding the possible addition of libraries from the Blue Water Cooperative to the TLN Membership. Several Board Members expressed concern about the impact this could have on TLN services.

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

Written report, statistics, noted and filed.

Donations have been received from several service organizations. Approximately \$3,000 has been received to date.

Weiss thanked Jose for encouraging donations to the Friends in honor of Doug Whitaker's retirement as Wayne County Librarian.

Weiss urged Board Members to attend the Recognition Event on June 4th.

The Council's annual Board Retreat is May 23rd.

The written report included an article from the Michigan Chronicle, discussing the Catch Them in the Cradle program. Weiss began meeting with this group at the request of Rick Williams, Oakland County Community & Minority Affairs Director.

**C. JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

Gold visited the new Jail facility on Brown Road. The Library has been allocated space in the new facility, however the designated area will serve multiple functions.

**D. LBPH/Research Library - Ramey.**

Written report, statistics, noted and filed.

Ramey attended CASB (Council of Agencies Serving the Blind) meeting at the Upshaw Institute.

The CD-ROM Tower in the Research Library is up and running in the test phase.

Jensen commented that he and other County Commissioners had received calls from patrons of the LBPH expressing their appreciation for the excellent service provided by the Library.

**E. LAW LIBRARY - Zyskowski.**

Written report, statistics, noted and filed.

Zyskowski investigated whether Westlaw or Lexis would offer users a discount for dial-up services through the Law Library. Neither company was interested in providing that service since they already have special discounts in place.

Zyskowski presented information on options for handling part of the Library's looseleaf filing. Using Emergency Salaries or the Clerical Pool is not feasible. Zyskowski had included

cost estimates from three outside service providers in her written report. Options for funding were discussed.

**Resolution 96-17:** Andrews moved to begin the process to secure a contract with an outside source to handle part of the loose leaf filing responsibilities in the Law Library. Tera seconded. Motion carried.

Donations have been received in memory of Judge Beer. Zyskowski recommended using these funds to purchase books for the collection.

**Resolution 96-18:** Tera moved that the money be deposited in the County Library Fund with the provision that it be used for the purchase of books in Judge Beer's memory. Andrews seconded. Motion carried.

**F. DIRECTOR OF LIBRARY SERVICES - Jose.**

Written report noted and filed.

Jose updated the Board on the procedure for requesting the Clerk III position. Offsetting revenue will come from the County Library Fund.

Oakland County will change its fiscal year to October 1 - September 30 beginning in 1997. A FY 97 & FY 97-98 budget orientation meeting has been scheduled for May 28th. Additional information will be presented at that time.

**5. APPROVAL OF THE BILLS.**

**Resolution #96-19:** Tera moved approval of the May bills. Jensen seconded. Motion carried.

**6. CORRESPONDENCE**

- Half-way to the Information Age: Reinventing Libraries for the 21st Century/Synopsis of Remarks by David Pearce Snyder, Life-Styles Editor, The Futurist
- Press Release: Rochester Hills Public Library Wins National Award
- Press Release/May 21, 1996: New Law Library Supervisor Appointed

**7. OLD BUSINESS**

Jose provided a status report on the Board's Personnel Committee (created 4/24/96). An information packet has been prepared and Committee members will set the first meeting date following today's Board meeting.

**8. NEW BUSINESS**

Board members discussed the possibility of requesting a performance audit of the Library by an outside contractor. Jose will investigate and report in June.

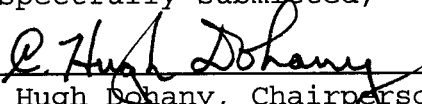
**9. CONFIRMATION OF NEXT MEETING DATE.**

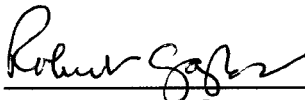
The next meeting of the Library Board will be on June 26, 1996 at 3:00 p.m. in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting adjourned at 3:52 p.m.

Respectfully submitted,

  
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C. Hugh Dohany, Chairperson

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