



**1999**

**Oakland County  
Library Board  
Minutes**

**Book 1 of 2**

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD November 25, 1998

The meeting of the Oakland County Library Board was called to order at 1:30 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 #98-34: Andrews moved to approve the minutes of the October 28, 1998 meeting. Redmond seconded. Motion carried.

4. **OLD BUSINESS.**

None.

5. **NEW BUSINESS.**

None.

6. **APPROVAL OF FINANCIAL STATEMENTS.**

Resolution #98-35: Chambers moved to approve the November financial statements. Jensen seconded. Motion carried.

7. **REPORTS TO THE BOARD.**

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

Written information, noted and filed.

TLN Director Harry Courtright is resigning effective January 8, 1999 to accept a position in Arizona. Gaylor reviewed the process to be followed in filling the position. Additionally, Robert Cross has resigned from the TLN Board.

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

Written report, noted and filed.

Weiss discussed this year's holiday mailing. Michael Flora was instrumental in designing the project. Weiss indicated that 26 new tutors were trained in Southfield; and reviewed the January training schedule. The Council's Annual Report is near completion.

**C. LIBRARY SERVICES - Jose.**

Written report, noted and filed.

**Resolution #98-36:** Gaylor moved to approve the TLN Strategic Plan. Tera seconded. Motion carried.

Implementation strategy for the Library's Strategic Plan will be discussed with Supervisory staff on December 1st, with information presented to the Board at their December meeting. Other items discussed included continuing education for staff and the need for additional staff for evenings and Saturdays.

**8. CORRESPONDENCE:**

a. Email from Christine Hage dated November 16, 1998, that she is leaving the Rochester Hills Library to accept the position of Director of the Clinton-Macomb Public Library as of January 4, 1999.

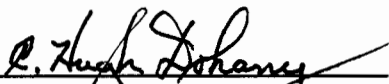
b. Packet of six articles presented for the Board's information.

**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **December 16, 1998** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 2:00 p.m.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

January 27, 1999

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, John Chambers, Donald Jensen, Robert Tera.

Board Members Excused: Steven Andrews, Dr. James Redmond.

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.

<sup>91-01</sup>  
Resolution #~~98-37~~: Chambers moved to approve the minutes of the November 25, 1998 meeting. Jensen seconded. Motion carried.

#### 4. OLD BUSINESS.

None.

#### 5. NEW BUSINESS.

##### **-Patron Code of Conduct - Discussion**

Jose reviewed the proposed document. No changes were suggested. Chambers shared a copy of the Novi procedures. Final action will be taken at the February meeting.

##### **-1999 Meeting Dates - Action**

Board members reviewed the dates. Only exception to the 4th Wednesday is April.

<sup>91-02</sup>  
Resolution # ~~98-38~~: Gaylor moved to approve the 1999 Meeting Dates. Chambers seconded. Motion carried.

#### 6. APPROVAL OF FINANCIAL STATEMENTS.

Corrections needed. December, January & February statements will be presented for action at the February meeting.

#### 7. REPORTS TO THE BOARD.

##### **A. THE LIBRARY NETWORK**

Written information, noted and filed.

Eileen Palmer has been named Acting Director of TLN. Information on E-Rate funding was included.

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

Written report, noted and filed.

Dictionary Gift Campaign has raised \$12,000. New I-Mac computers and the new laser printer are in place. The Council received \$57,750.00 from the Knight Foundation to support the Reading Seeds Program. 1999 marks the 15th anniversary of the Council. This theme will be featured in various ways throughout the year.

**C. LIBRARY SERVICES - Jose.**

Written report, noted and filed.

Board discussed the proposed reduction in the Law Library's hours. Response was favorable. Final action will be taken at the February meeting.

**8. CORRESPONDENCE:**

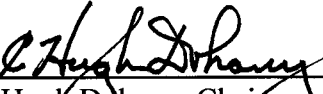
-Email from State Librarian George Needham announcing his resignation as of February 5, 1999.

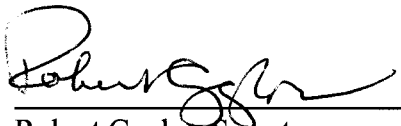
**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **February 24, 1999** at 3:00 p.m., in the Research Library Study Room.

**10. ADJOURNMENT.**

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

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

# MINUTES

## OAKLAND COUNTY LIBRARY BOARD

February 24, 1999

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, Steven Andrews, Donald Jensen, Robert Tera.

Board Members Excused: John Chambers, Dr. James Redmond.

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

Meeting was held in the Research Library Study Room.

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

None.

### 3. APPROVAL OF THE MINUTES.

Resolution #~~98-39~~<sup>99-03</sup>: Tera moved to approve the minutes of the January 27, 1999 meeting. Gaylor seconded. Motion carried.

### 4. OLD BUSINESS.

#### -Patron Code of Conduct - Action

Resolution #~~98-40~~<sup>99-01</sup>: Tera moved to approve the Patron Code of Conduct. Jensen seconded. Motion carried.

#### -Law Library Hours - Action

Resolution #~~98-41~~<sup>99-02</sup>: Andrews moved that beginning September 1, 1999, the hours of the Law Library be as follows:

September - June:

Monday/Wednesday/Friday	8:30am - 5:00pm
Tuesday/Thursday	8:30am - 8:30pm
Saturday	9:00am - 4:00pm

July:

Monday/Wednesday/Friday	8:30am - 5:00pm
Tuesday/Thursday	8:30am - 8:30pm

August:

Monday - Friday	8:30am - 5:00pm
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Gaylor seconded. Motion carried.

5. **NEW BUSINESS.**

Jose provided background information on the rationale for changing the name of the Library for the Blind & Physically Handicapped. Any name change would need to be referred to the Board of Commissioners for final action.

99-06  
**Resolution # ~~98-41~~:** Gaylor moved to approve the name change from Oakland County Library for the Blind & Physically Handicapped to "Oakland County Library for the Visually and Physically Impaired". Further that this name change be forwarded to the Oakland County Board Commissioners for their approval. Andrews seconded. Motion carried.

6. **APPROVAL OF FINANCIAL STATEMENTS.**

99-07  
**Resolution # ~~98-42~~:** Gaylor moved to approve the December, January & February financial statements. Jensen seconded. Motion carried.

7. **REPORTS TO THE BOARD.**

A. **THE LIBRARY NETWORK**

Written information, noted and filed.

Discussion followed on the possible financial & legal responsibilities of the member libraries.

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

Written report, noted and filed.

The Literacy Council has a new phone number - **248-276-6484**. Weiss will be speaking to the Friends of Berkley Library on March 11th. Weiss & Donna DeButts met with the Michigan Library Association (MLA) Services to Special Populations Round Table Board and will develop a presentation on literacy (co-sponsored with the MLA Trustee's Round Table) for the MLA fall conference.

C. **LIBRARY SERVICES - Jose.**

Written report, noted and filed.

Jose noted that she had sent an email to Michael Bouchard welcoming him as Oakland County Sheriff. The finalized list of 1999 meeting dates for the Library Board was also included in the packet.

8. **CORRESPONDENCE:**

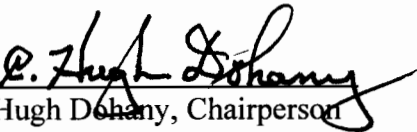
- a) Memo dated 1/25/99 from Robert Daddow on *Personal Mileage Reimbursement*.
- b) Article from the 1/19/99 *The Daily Tribune* on the Oakland County LBPH.
- c) Article from the 1/21/99 *The Observer & Eccentric* reviewing local library construction.
- d) Oakland County Library Annual Report - 1998

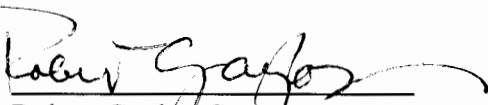
9. **CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **March 24, 1999** 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

April 21, 1999

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, John Chambers, Donald Jensen, Dr. James Redmond, Robert Tera.

Board Members Excused: Steven Andrews

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

Meeting was held in the Library Board Room.

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

None.

#### 3. APPROVAL OF THE MINUTES.

Resolution #99-08: Jensen moved to approve the minutes of the February 24, 1999 meeting. Gaylor seconded. Motion carried.

#### 4. OLD BUSINESS.

None

#### 5. NEW BUSINESS.

##### **FY 2000 Budget - Action**

Jose presented the items included in the FY 2000 Budget Request. Discussion followed. Following discussion, Jensen reiterated the importance of marketing the library services to the members of the Board of Commissioners.

Resolution # 99-09: Tera moved to support the FY 2000 Budget Request as proposed. Redmond seconded. Motion carried.

#### 6. APPROVAL OF FINANCIAL STATEMENTS

Resolution # 99-10: Gaylor moved to approve the April financial statements. Chambers seconded. Motion carried.

#### 7. REPORTS TO THE BOARD.

##### **A. THE LIBRARY NETWORK**

Written information, noted and filed.

Consensus of the Board was to include written information in future packets, but to remove TLN as a separate agenda item.

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

Written report, noted and filed.

Topics covered included: National Volunteer Week/Volunteer Luncheon; Annual Recognition Dinner on May 13th; activities planned to celebrate the Council's 15th anniversary; problems with the new phone lines; monies received via the state funding formula.

The Council has been selected as one of 5 finalists for Governor's Community Service Award

**C. LIBRARY SERVICES - Jose.**

Written report, noted and filed.

**Resolution #99-11:** Jensen moved to have employee Patti Shafer attend the NLS Training in Washington DC at a cost not to exceed \$1500.00. Monies to be paid from the County Library Fund/Travel & Conference line item/FY 99 budget. Chambers seconded. Motion carried.

Other topics reviewed included: May 6th, PLTAOC dinner at Meadow Brook Hall; HB 4018 (H-2); the LBPH name change to Library for the Visually and Physically Impaired was approved by the Board of Commissioners; Law Library/Bar Foundation proposed project; LVPI/Pontiac Lions proposed project.

**8. CORRESPONDENCE:**

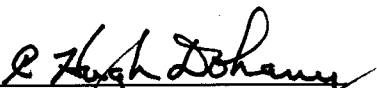
None.


**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **May 26, 1999** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 3:45 p.m.

  
C. Hugh Doherty, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

May 26, 1999

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

#### 1. ROLL CALL.

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

Board Members Excused: C. Hugh Dohany

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

Additional Guests: Scott Hudson & Judge Don Adams, Pontiac Lions Club; Larry Termarsch, District Lions Club representative.

Meeting was held in the Library Board Room.

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

Presentation on "eBlind!". This is a newly created non-profit organization dedicated to providing computer instruction to blind & visually impaired individuals. The program is designed to assist these individuals in developing work skills and to improve their overall quality of life. The County's start-up costs for the hardware and software was estimated at \$5,000 with the remainder of the funding (staffing) to come from the Lions Club & other sources.

Resolution # <sup>99-12</sup>98-47: Andrews moved that the Library Board support the concept of "eBlind!". Tera seconded. Motion carried.

Jose was directed to inform Information Technology staff of this project.

#### 3. APPROVAL OF THE MINUTES.

Resolution # <sup>99-12</sup>98-48: Tera moved to approve the minutes of the April 21, 1999 meeting. Jensen seconded. Motion carried.

#### 4. OLD BUSINESS.

Jose reviewed the FY 2000 budget recommendations from Fiscal Services. By consensus, the Board agreed to accept the recommendations.

#### 5. NEW BUSINESS.

None

#### 6. APPROVAL OF FINANCIAL STATEMENTS

Jose updated the Board on expenditure activities within several of the line items. Fiscal Services has

been advised of these issues and has indicated that because they are within the same budget category area, line item transfers will not be done. Discussion followed regarding the various budget categories. Additionally, Board members requested a listing of the various funding sources available to the Board.

**Resolution # 98-49:** Tera moved to approve the May financial statements. Andrews seconded. Motion carried.

**7. REPORTS TO THE BOARD.**

**A. Oakland Literacy Council - Weiss**

Written information, noted and filed.

Topics covered included: Governor's Community Service Award/Council did not win, but Michael Flora did win in the corporate category; Recognition Event was very successful; Council received a proclamation from the Board of Commissioners (thanks extended to Commissioner Jensen); Reading Seeds fund raising mailing has generated over \$6,000.00; Weiss received a very positive response to the PLTAOC presentation on May 6th.

**B. Library Services - Jose**

Written report, noted and filed.

Discussion followed on staff and guest Board presentations/Jose will develop a plan for the June meeting. An email list will be created to increase communication with the Board members. IT has hired a contractor, Rick Muir, to undertake the Law Library and LVPI automation migration projects. Both summer employees have been hired. LVPI is celebrating it's 25th anniversary. An Open House is being planned for the Fall. New PTNE General Clerical in the Jail Library began work on May 24th.

**8. CORRESPONDENCE:**

◆ May 17, 1999 Email from Marianne Hartzell/Michigan Library Association on AG Opinion on Penal Fines/7018

◆ April 20, 1999 Michigan Library Association Legislative Update

◆ May 20, 1999 TLN Board Agenda

◆ April 15, 1999 TLN Board Minutes

◆ Article from the April 1, 1999 *Novi News* on the Novi Library

◆ Copy of Attorney General Opinion #7018 (Dated May 14, 1999)

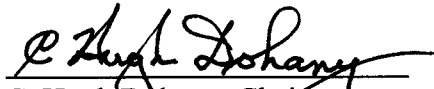
◆ May 10, 1999 Michigan Library Association Legislative Update

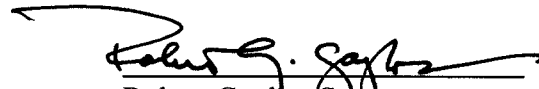
**9. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **June 23, 1999** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 3:56 p.m.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary