



**2000**

**Oakland County**  
**Library Board**  
**Minutes**

**Book 1 of 2**

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

December 22, 1999

The meeting of the Oakland County Library Board was called to order at 3:10 p.m.

#### 1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, John Chambers, Donald Jensen, Robert Tea.

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.

Guest: Michael Deller, Director/The Library Network.

Meeting was held in the Library Board Room.

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

None.

#### 3. APPROVAL OF THE MINUTES.

Resolution #99-34: Tera moved to approve the minutes of the November 24, 1999 meeting. Gaylor seconded. Motion carried.

#### 4. Guest - Michael Deller, Director/TLN

Written information noted and filed

Topics discussed included: payment plan for Wayne County; the TLN & BADF audits; impact of deficit on TLN operations; need to re-develop deficit reduction plan; future funding options.

Board members thanked Deller for taking the time to meet with them.

#### 5. Old Business.

##### **Meeting Dates/2000:**

Meeting dates are the fourth Wednesday of the month - except December. In December, meeting will be set for the third Wednesday (12/20). Meeting time is 3:00 pm - except November 22nd with a start time of 1:30 p.m.

Resolution #99-35: Gaylor moved to approve the proposed meeting dates for 2000. Tera seconded. Motion carried.

#### 6. New Business.

##### **MLA Legislative Agenda:**

As an Institutional Member of MLA, the Library has the opportunity to vote to support/oppose the MLA 2000 Legislative Agenda. Copies of the agenda were included in the packet.

Resolution #99-36: Gaylor moved to support the MLA Legislative Agenda. Chambers seconded.

Motion carried

**7. APPROVAL OF FINANCIAL STATEMENTS**

**Resolution # 99-37:** Chambers moved to approve the December financial statements. Tera seconded. Motion carried.

**8. REPORTS TO THE BOARD**

**A. Oakland Literacy Council - Weiss**

Written report, noted and filed.

Topics included: new staff member Debbie Drys; holiday mailing has already generated over \$3700; OLC volunteers and staff participated in the Borders Book Store Gift Wrapping program at several locations; working with OCC, the Council will be getting a new phone system - resulting in another new phone number (March 2000); registration for the January 2000 training is going well; the annual report is almost finished.

**B. Library Services - Jose.**

Written report, noted and filed.

Topics included: exploration of pricing for fiber optics; TLN staff need to be included on panel for the Spring workshop on fiber optics; Y2K - update and plans; Anti-Drug calendars developed by the Prosecutor's Office/distribution to public libraries. For the Board's information, Jose had included a copy of the RFP on state funding for public libraries and three articles on Internet filtering and libraries. The Board concurred with distributing the calendars to the public libraries.

Also included was an article from the December 1999 *Laches* magazine on the Oakland County Bar Association and Oakland County Bar Foundation agreement.

**9. CORRESPONDENCE:**


None.

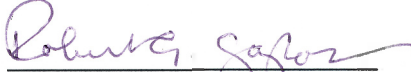
**10. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **January 26, 2000** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**11. ADJOURNMENT.**

The meeting was adjourned at 4:00 p.m.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

January 26, 2000

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 and Steven Andrews.

Board Members Excused: Dr. James Redmond

Also in Attendance: Phyllis Jose, Director of Library Services; 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 #00-01: Jensen moved to approve the minutes of the December 22, 1999 meeting. Chambers seconded. Motion carried.

#### 4. Election Of Officers

Resolution # 00-02: Jensen moved to elect C. Hugh Dohany as Chairman and Robert Gaylor as Secretary. Chambers seconded. Motion carried.

#### 5. Old Business.

None.

#### 6. New Business.

##### A. eBlind!

Resolution #00-03: Gaylor moved that the Library Board serve as the billing agent for the Information Technology Department for the two computer workstations funded by the Michigan Commission for the Blind for the eBlind! Program. Chambers seconded. Motion carried.

##### B. Personnel Study

Memo from Jose was discussed. Jose directed to proceed and report to the Board at the next meeting.

#### 7. APPROVAL OF FINANCIAL STATEMENTS

Resolution # 00-04: Gaylor moved to approve the January financial statements. Chambers seconded. Motion carried.

8. **REPORTS TO THE BOARD**

**A. Oakland Literacy Council - Weiss excused.**

Written report and handouts, noted and filed.

Handouts included a copy of Dr. Redmond's article in *The Reader* and a list of promotional events for libraries and literacy in 2000.

**B. Library Services - Jose.**

Written report, noted and filed.

Items noted included: Michael Perry began working as the Instructor for eBlind!; Betty Ramey is exploring the purchase of a new piece of equipment for the LVPI; Jose has resigned from the TLN Plan of Service Committee; co-sponsorship of the fiber optics workshop with the PLTAOC; a copy of the resolution honoring Martha McDermott on her retirement was included.

Judge Andrews began a discussion on the future direction of the Law Library with specific questions about the impact of the various formats on the purchasing of legal information. Jose will review with Dianne Zyskowski with information to be presented at a future meeting.

Handouts from TLN were included.

9. **CORRESPONDENCE:**

- ▶ December 29, 1999 memo from Dianne Zyskowski to the Library Board expressing appreciation for assistance provided with the Law Library catalog migration process
- ▶ January 3, 2000 Michigan Library Association *Legislative Update*
- ▶ January 5, 2000 letter from Circuit Court Chief Judge Barry Howard reappointing the Honorable Steven Andrews to the Library Board for a term ending in August 2004
- ▶ January 12, 2000 letter from Dianne Zyskowski to Patrick McCauley, President of the Oakland County Bar Foundation

10. **CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **February 23, 2000** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. **ADJOURNMENT.**

The meeting was adjourned at 3:29 p.m.

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C. Hugh Dohany, Chairperson

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Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

March 22, 2000

The meeting of the Oakland County Library Board was called to order at 3:09 p.m.

#### 1. ROLL CALL.

Board Members Present: Robert Gaylor; Donald Jensen; James Redmond; and Robert Tera .

Board Members Excused: C. Hugh Dohany; Steven Andrews; John Chambers.

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 #00-05: Jensen moved to approve the minutes of the January 26, 2000 meeting. Gaylor seconded. Motion carried.

#### 4. Old Business.

None.

#### 5. New Business.

LVPI Equipment Request:

Discussion. Consensus of the Board was to purchase this equipment for the LVPI, with the Board directing Jose to explore the use of County equipment funds rather than the LVPI Gift Fund.

Resolution #00-06: Tera moved to approve the purchase of a mail card detacher for the LVPI at a cost not to exceed \$6200.00. Jose will check to see if it can be purchased through the County Equipment Fund before authorizing payment from the Gift Fund. Redmond seconded. Motion carried.

#### 6. APPROVAL OF FINANCIAL STATEMENTS

Resolution #00-07: Jensen moved to approve the February & March financial statements. Redmond seconded. Motion carried.

#### 7. REPORTS TO THE BOARD

##### A. Oakland Literacy Council - Weiss

Written report, noted and filed.

Items reviewed included: Twenty-seven new tutors were trained in March. The transition to new phone system went smoothly; the Council is publicizing the new phone number. The new software program



used by the Friends for record keeping is working well. The Council is considering participation in the annual Arts, Beats & Eats on Labor Day weekend.

**B. Library Services - Jose.**

Written report, noted and filed.

Items noted included: The FY 2001 budget preparation meeting on March 21st. Jose updated the Board on activities related to the proposed compensation study. Already receiving reservations for the Fiber Optics Workshop. The PLTAOC annual dinner meeting will be on Thursday, May 25th at Meadow Brook Hall. The speaker will be the new State Librarian, Christie Brandau.

**8. TLN Information**

Handouts noted and filed.

**9. Correspondence:**

\* February 4, 2000 letter from Royal Oak Public Library staff to Jose expressing appreciation for her assistance in obtaining an LSTA subgrant. (Jose provided a letter of support for the application.)

\* February 7, 2000 letter from eBlind! to Michigan Commission for the Blind.

\* March 10, 2000 from the B. Sitler of the Library of Michigan to Jose expressing appreciation for her participation in the first LSTA Open House.

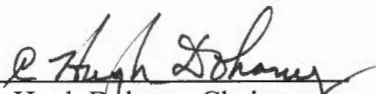
\* February 10, 2000 Michigan Library Association *Legislative Update*

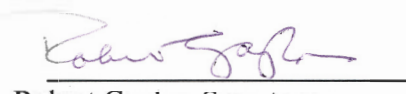
**10. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **April 26, 2000** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**11. ADJOURNMENT.**

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

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

April 26, 2000

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 and Robert Tera.

Board Members excused: Dr. James Redmond.

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

The meeting was held in the Library Board Room.

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

None.

#### 3. APPROVAL OF THE MINUTES.

Resolution #00-08: Jensen moved to approve the minutes of the March 22, 2000 meeting. Chambers seconded. Motion carried.

#### 4. OLD BUSINESS.

##### A. Law Library Materials Format - Zyskowski

Zyskowski reviewed the purposes and uses of the various materials formats. On-site patron usage has been decreasing and Board members discussed the possibility of offering different services. The Board agreed to review this matter again in six months.

##### B. Compensation Study

Jose reviewed the proposals that had been submitted. After discussion, two firms remained in consideration. Jose was directed to contact their references; and to prepare a comparison chart for the May meeting.

#### 5. NEW BUSINESS.

##### FY 01 & 02 Budgets

Jose reviewed the information included in the packet.

Resolution # 00-09: Andrews moved to accept the Fiscal Services Department recommendations for the FY 01 & FY 02 annual budgets. Jensen seconded. Motion carried.

#### 6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #00-10: Chambers moved to approve the April financial statement. Tera seconded. Motion carried.



7. **REPORTS TO THE BOARD.**

A. **OAKLAND LITERACY COUNCIL - Weiss.**

Written report, noted and filed.

Items reviewed included: Literacy Council will not have a booth at the Arts, Beats and Eats festival this Labor Day week-end; the phone system is almost back to normal; the Council has been selected as a finalist for the Governors Community Service Award; training will begin next month; the Ex Libris fund raising dinner will be held October 26, 2000.

B. **LIBRARY SERVICES - Jose.**

Written report, noted and filed.

Jose provided background information on a proposed amendment to the Library's Patron Code of Conduct. The change has been reviewed and approved by Corporation Counsel.

**Resolution # 00-11:** Andrews moved to amend the Patron Code Of Conduct as per the wording presented in the handouts. The major change was the addition of a final item: Any behavior or conduct which interferes with, impedes or distracts the ability of other patrons or Library staff to do their work. Chambers seconded. Motion carried.

Other items included: the Fiber Optics Workshop was well attended, both Jose & Gaylor received favorable comments; the eBlind! graduation was a success; Board members were encouraged to visit eBlind! during an open house on May 24th; a mail card detacher for the LVPI will be purchased from the County's Equipment Fund.

The PLTAOC Annual Dinner will be held on May 25th at Meadow Brook Hall. New State Librarian Christie Brandau will be the speaker. Gaylor, Chambers, Jose & Hakim will attend.

8. **TLN Information**

Handouts noted and filed.

9. **Correspondence:**

- ▶ March 16, 2000 letter from Dianne Zyskowski, Supervisor of the Oakland County Law Library to Michael Hohausser, President of the Oakland County Bar Association, regarding the need for a strong central Law Library.
- ▶ March 21, 2000 letter from Michael Hohausser, President of the Oakland County Bar Association, to Dianne Zyskowski, Supervisor of the Oakland County Law Library, expressing appreciation for her letter of March 16, 2000.
- ▶ March 29, 2000 letter from Richard Beer to Michael Hohausser, President of the Oakland County Bar Association, supporting the comments in Dianne Zyskowski's letter of March 16, 2000.
- ▶ April 4, 2000 letter from Theodore H. Friedman, Attorney, to Michael Hohausser, President of the Oakland County Bar Association, expressing his views on the importance of the Law Library.

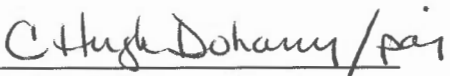
- ▶ April 19, 2000 email from Michael Deller, TLN Director on HB4927-HB4932.

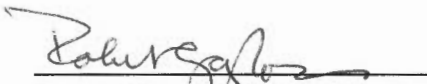
**10. CONFIRM NEXT MEETING DATE.**

The next meeting of the Library Board will be on **May 24, 2000** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**10. ADJOURNMENT.**

The meeting was adjourned at 3:52 p.m.

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary