



2000

Oakland County
Library Board
Minutes

Book 2 of 2

MINUTES

OAKLAND COUNTY LIBRARY BOARD

May 24, 2000

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

1. ROLL CALL.

Board Members Present: Robert Gaylor, Judge Steven Andrews, John Chambers, Dr. James Redmond.

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

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. In the absence of Chairperson Dohany, Secretary Robert Gaylor chaired the meeting.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None

3. APPROVAL OF THE MINUTES.

Resolution #00-12: Andrews moved to approve the minutes of the April 26, 2000 meeting. Chambers seconded. Motion carried.

4. OLD BUSINESS.

Compensation Study:

Jose reviewed the proposals that had been submitted for the Salary Compensation Study. After doing a comparison, Jose recommended Management Resource Center, Inc, at a cost not to exceed \$7,000.

Resolution #00-13: Andrews moved to accept the proposal of Management Resource Center, Inc. at a cost not to exceed \$7,000.00. Monies to be paid from the County Library Fund/Special Projects line item. Redmond seconded. Motion carried.

5. NEW BUSINESS

None

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #00-14: Andrews moved to approve the May financial statements. Chambers seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. OAKLAND LITERACY COUNCIL - Weiss

Written report, noted and filed.

Items reviewed included: Reading Seeds fund raising program; the Council staff received new business cards with the new phone numbers; the Council did not win the Governor's Service Award; June 22 is the annual Board retreat at the Bloomfield Hills Nature Center.

B. LIBRARY SERVICES - Jose

Written report, noted and filed.

Items reviewed included: Approximately 260 people attended the Law Library Open House on May 1; the Telephone Pioneers will be one of the recipients of the J C Penny Golden Rule Awards; two summer students have been hired; the 19th edition of the Oakland County Union List of Serials will be distributed on June 8.

8. TLN INFORMATION

Written report, noted and filed.

Board members expressed appreciation for the two reports prepared by Michael Deller.

9. CORRESPONDENCE:

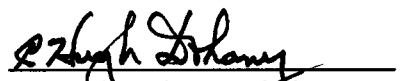
- ▶ April 20, 2000 articles in *The Detroit News & The Daily Tribune* regarding the eBlind! Program
- ▶ April 26, 2000 letter from Martin L. Frund to the Oakland County Law Library expressing his appreciation for the services of the Law Library
- ▶ April 27, 2000 Michigan Library Association *Legislative Update*
- ▶ May 8, 2000 e-mail from Marianne Hartzell regarding Senate Bill No. 936.
- ▶ May 8, 2000 letter from Denise A. Forro, President of the Michigan Library Association (MLA), and Tom Genson, President-elect of MLA, to the MLA Institutional Members, regarding the need to increase dues
- ▶ May 9, 2000 e-mail from Kathryn Miller regarding the dedication ceremony of the West Bloomfield Township Public Library.
- ▶ May 9, 2000 letter from Paula Krikau, Golden Rule Award Coordinator, selecting the LVPI Telephone Pioneers as one the honorees at the 2000 JC Penny Golden Rule Awards event

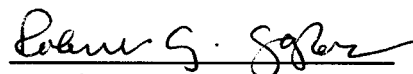
10. CONFIRM NEXT MEETING DATE.

The next meeting of the Library Board will be on **June 28, 2000** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension. The Board tentatively agreed to cancel the July meeting.

11. **ADJOURNMENT.**

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


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

June 28, 2000

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

1. ROLL CALL.

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

Board Members Excused: 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 #00-15: Andrews moved to approve the minutes of the May 24, 2000 meeting. Gaylor seconded. Motion carried.

4. OLD BUSINESS.

None

5. NEW BUSINESS.

TLN Shared Automation System Contract

Jose advised the Board that staff from Corporation Counsel had reviewed the contract. Discussion followed. Concerns included the length of time necessary for termination of the contract and the lack of an expiration date.

Resolution # 00-16: Gaylor moved to approve the TLN Shared Automation System Contract. Redmond seconded. Ayes-4; Nays-1. (Tera arrived after the vote; Chambers absent) Motion carried

6. APPROVAL OF FINANCIAL STATEMENTS.

Review included discussion of a shortfall in the Law Library Continuations line item. Jose will request a budget amendment.

Resolution #00-17: Andrews moved to approve the June financial statements. Gaylor seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. Oakland Literacy Council - Weiss.

Written information noted and filed.

Items reviewed included: annual Recognition Event was very successful, with approximately 140 people attending; the Advisory Board retreat went well; the new website will be on line the first week of July; The Council is working on developing PowerPoint presentations for tutor training; the Council is also working on expanding the number of members on the Advisory Board. Funding update: Reading Seeds mailing has raised almost \$6,500; Starbucks of Troy has committed to raising \$2,000 for the Council; a June car wash raised \$589.00. Weiss reminded the Board that the annual Ex Libris dinner will be on October 26th.

B. Library Services - Jose.

Written report noted and filed.

Items reviewed included: annual Library Staff Appreciation Luncheon was held on May 31st; the PLTAOC Annual Dinner went well; the summer tour for the OCC Library Technicians class was held on June 21; the LVPI Volunteer Luncheon on June 20th was a great success.

Resolution #00-18: Gaylor moved to approve submitting the FY 2000 LSTA/LBPH Non-Competitive Subgrant application in the amount of \$14,359.00. Andrews seconded. Motion carried.

Resolution #00-19: Tera moved to authorize County Treasurer to issue the penal fines checks to the public libraries by August 1st. Andrews seconded. Motion carried.

8. **TLN INFORMATION** - Written information noted and filed.

9. **CORRESPONDENCE:**

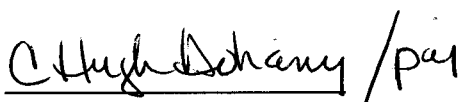
- ▶ May 26, 2000 Michigan Library Association *Legislative Update*
- ▶ June 14, 2000 letter from the Center for Citizen Initiatives to Dianne Zyskowski, Law Library Supervisor, expressing gratitude for hosting a delegation of Russian visitors as part of the Productivity Enhancement Program (PEP)

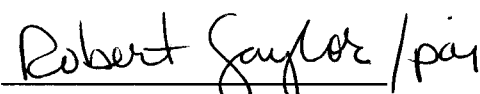
10. **CONFIRM NEXT MEETING DATE.**

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

11. **ADJOURNMENT**

The meeting was adjourned at 3:27 p.m.


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

August 23, 2000

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

NOTE: In the absence of Chairperson Dohany and Secretary Gaylor, Board member Don Jensen served as the Acting Chair of the meeting.

1. ROLL CALL.

Board Members Present: Donald Jensen, Steven Andrews, John Chambers, Robert Tera

Board Members Excused: C. Hugh Dohany, Robert Gaylor, Dr. James Redmond

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

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #00-20: Andrews moved to approve the minutes of the June 28, 2000 meeting. Tera seconded. Tera seconded. Motion carried.

4. OLD BUSINESS.

None

5. NEW BUSINESS.

None

6. APPROVAL OF FINANCIAL STATEMENTS.

There was a lengthy discussion of the shortfall in the Law Library Continuations line item. Fiscal Services has indicated that they will submit the requested budget amendment to the Finance Committee on August 31.

Resolution #00-21: Andrews moved that the Chairperson send a letter to the Board of Commissioners expressing the Library Board's frustration with the annual problem in funding this line item and request that the issue be addressed and a solution of providing realistic funding be developed and implemented. Chambers seconded. Motion carried.

Resolution #00-22: Tera moved to approve the June financial statements. Chambers seconded. Motion carried.

7. **REPORTS TO THE BOARD.**

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

Written information noted and filed.

Items reviewed included: work-study student position has been vacant; working to revise tutor training program to incorporate power point presentations; the website is being revised; three Readings Seeds programs have been planned; Ex Libris invitations are being sent out; plan to meet with the Oakland Press to review idea of an author luncheon; discussed issues regarding 322 funding from the State; and book donations program with Starbuck's. Additionally, Weiss explained the over-run in the materials line item.

B. **Library Services - Jose.**

Written report noted and filed.

Items reviewed included: need for Internet Use policy; status of the personnel study; ceasing to serve as the distribution point for the READY Kits; loss of Law Library Training Room; problems with funding for Law Library continuations line item; addition of Website Users statistics for the Law Library.

Directions: READY Kits - Jose was directed to follow up with Oakland Schools and the State about possible options, realizing that the current situation is unsatisfactory; Jose is to register strong complaint to Facilities Management on the loss of the Law Library Training Room; additional detail was requested for the Website user information.

8. **The Library Network/Information** - Written materials noted and filed.

9. **CORRESPONDENCE:**

- ▶ Spring 2000 - *State, Court & County Law Libraries NEWS* article on the Law Library Open House in May
- ▶ June 29, 2000 - letter to Edmund Ura of Management Resource Center, Inc, confirming acceptance of their proposal
- ▶ June 30, 2000 - Michigan Library Association *Legislative Update*
- ▶ July 18, 2000 - email from Brian Edwards, Oakland County Treasurer's Office, detailing the 1999/2000 Penal Fine Distribution Report
- ▶ July 19, 2000 - letter from Dan Hutchins, Brandon Township Library, expressing appreciation for tour provided for his OCC Library Tech class
- ▶ July 31, 2000 - letter from David Gorcyca, Prosecuting Attorney, indicating that the Library will receive 500 copies of the next edition of the Middle School Anti-Drug Calendar (2001)
- ▶ August 10, 2000 - letter from Dianne Zyskowski, Oakland County Law Library, to Barbara Bonge, Michigan Court of Appeals Library, expressing appreciation for their extensive donation (250 boxes) of regional reporters and the Fed Supp to the Law Library
- ▶ August 10, 2000 - memo from Dianne Zyskowski to Chuck Lester and Fred Millard of Oakland

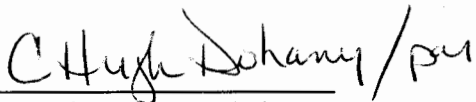
County Facilities thanking them and their work crew for their assistance in receiving and moving the materials donated by the Michigan Court of Appeals

10. CONFIRM NEXT MEETING DATE.

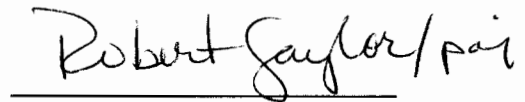
The next meeting of the Library Board will be on **September 27, 2000** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. ADJOURNMENT

The meeting was adjourned at 3:47 p.m.

Handwritten signature of C. Hugh Dohany in cursive, written over a horizontal line.

C. Hugh Dohany, Chairperson

Handwritten signature of Robert Gaylor in cursive, written over a horizontal line.

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

September 27, 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, Steven Andrews, John Chambers, Donald Jensen

Board Members Excused: Dr. James Redmond, Robert Tera

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

Guests: Dave Ross, Director of Facilities Management; Judge Howard, Circuit Court/Chief Judge; Kevin Oeffner, Circuit Court Administrator; Nancy Scarlet, Manager-Personnel/Human Resources Division; and Lois Koeber, Supervisor-Classifications & Job Evaluation.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

A. Library Space – Dave Ross/Judge Howard/Kevin Oeffner

Dave Ross, Director of Facilities Management, reported on the need to use the Law Library Training Room as a temporary courtroom for one of the three new visiting judges. This request is made due to the current space limitations in the courthouse. The room will be needed at a minimum until the end of December 2000; with the maximum usage to September 30, 2001. Ross concurred with the Board's request to put that information in writing. Chambers brought up the question of security but Kevin Oeffner, Circuit Court Administrator, assured the Board that those involved would go through security in the Court House and then be escorted to the Law Library Training Room. The room will be used for non-jury civil cases and there should be no more than 6-8 people involved in each case.

Resolution #00-23: Moved by Andrews that a resolution be sent to the Director of Facilities Management indicating the Board's willingness to work with them in this situation, but with the understanding that as of September 30, 2001, the Law Library Training Room will revert back to the Library. Chambers seconded. Motion carried.

B. Personnel Study – Nancy Scarlet & Lois Koeber

Nancy Scarlet, Manager-Personnel/Human Resources Division, reviewed the County's Salary Administration Plan that has been used by Personnel since 1985. She conveyed Personnel's concern regarding the consultant hired by the Library Board to review staffing issues. Citing the need for consistency throughout the County, she indicated that Personnel staff would be willing to review the consultant's report and determine if further action could be implemented.

Following discussion of the consultant project, Scarlet questioned Jose on the vacancy that had existed in the Jail Library program since April. Jose responded that the Personnel Appeal Board was considering the issue and that she had been advised that no action could be taken until the matter was resolved. Scarlet indicated that that was not necessarily the case and that she would investigate the matter and get back to Jose.

3. APPROVAL OF THE MINUTES.

Resolution #00-24: Andrews moved to approve the minutes of the August 23, 2000 meeting as corrected. Chambers seconded. Motion carried.

4. OLD BUSINESS.

None.

5. NEW BUSINESS.

Internet Use Policy

PA212 of 2000 requires that public libraries develop a policy restricting certain Internet access to persons under the age of 18. The act went into effect October 1, 2000. A policy of requiring a parent or guardian to accompany anyone under the age of 18 when they use the Library's computers will be put in place on a temporary basis as of October 1st. The Board reviewed the first draft of the proposed Internet Use Policy and no substantive changes. A final vote will be taken at the next Board meeting.

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #00-25: Chambers moved to approve the September financial statements. Jensen seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. Oakland Literacy Council - Weiss

Written items, noted and filed.

Items reviewed included: The Council is moving from the basement to the 3rd fl. of the OCC Pontiac Center (NOTE: the phone numbers will not change); plans for the Friends annual fund raising dinner, Ex Libris, are proceeding, invitations have been sent out; the Reading Rally is set for November 4; 21 tutors will complete the September tutor training in Rochester; the Council is finally staffed.

B. Library Services - Jose

Written report, noted and filed.

MLA Conference at Cobo Hall will be the first week of October; Tina Hatch has been appointed Director of the Milford Township Library; the Internet Training Center at the Royal Oak Public Library opened September 13th.

8. TLN Information

Written materials noted and filed.

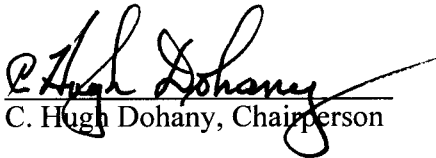
9. **Correspondence**

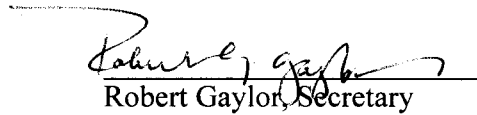
- ▶ August 30, 2000 memo from Mr. Dohany to John McCulloch, Chairperson of the Board of Commissioners regarding funding for the Law Library continuations line item
- ▶ August 25, 2000 letter from Francis Buckley, Jr., Superintendent of Documents on the changes to the Federal Depository Library Program, including the increased use of electronic format
- ▶ August 17, 2000 Oakland Press article on coffee shops in libraries

The next meeting of the Library Board will be on **October 25, 2000** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. **ADJOURNMENT.**

The meeting was adjourned at 4:11 p.m.


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

November 22, 2000

The meeting of the Oakland County Library Board was called to order at 1:35 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.

Guests: Nancy Scarlet and Lois Koeber of Personnel

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None

3. APPROVAL OF THE MINUTES.

Resolution #00-26: Andrews moved to approve the minutes of the September 27, 2000 meeting. Jensen seconded. Motion carried.

4. OLD BUSINESS.

Internet Use Policy

Resolution #00-27: Andrews moved to approve the Internet Use Policy. Redmond seconded. Motion carried.

5. NEW BUSINESS.

The schedule for the 2001 meeting dates was reviewed.

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #00-28: Jensen moved to accept the October and November financial statements. Chambers seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. Oakland Literacy Council - Weiss

Written information, noted and filed.

Items reviewed included: This year's Ex Libris fundraising dinner was the most successful to date; the Council finished its last tutor training for the year; 3,000 holiday solicitations were mailed out and \$1,000 in donations has already been received; Starbucks donated \$1,000;

holiday book wrapping at Borders- Birmingham on December 16, 17 & 21.

B. Library Services - Jose

Written report, noted and filed.

Main issues discussed were the personnel survey and possible Internet filtering.

The Board discussed the procedure for receiving, reviewing and distributing the personnel survey being conducted by Ed Ura of Management Resources Center, Inc. Nancy Scarlet indicated that Personnel would like an opportunity to review the draft copy of the report and share their comments with the Board. The Board determined that they would meet with Ed Ura at their next meeting; that the draft report would be considered confidential; that one confidential copy would be provided to Nancy Scarlet at the same time it was distributed to the Board; and that Personnel staff would be invited to attend the next Board meeting to share their comments with the Board and Mr. Ura.

A review of the members indicated that several would be unable to attend the Board meeting scheduled for December 20th. By consensus, the next meeting date was changed to December 13th.

Resolution #00-29: Andrews moved that the Board receive and review the 1st draft of the report with Mr. Ura at the next Board meeting on December 13th and that a confidential copy of the report be provided to the Personnel Department at the same time it is distributed to the Board. Gaylor seconded. Motion carried.

Jose advised the Board of the possibility of requiring the use of Internet filters when a library receives federal funds. Several amendments to the federal funding bills are being considered. Discussion followed.

8. TLN Information

Written materials noted and filed.

9. Correspondence

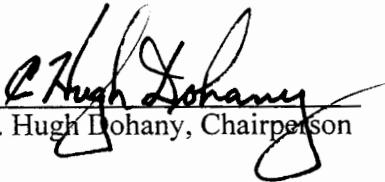
- ▶ October 6, 2000 letter from Dave Ross to C. Hugh Dohany thanking the Library Board for allowing the temporary use of Library meeting room space for the Circuit Court
- ▶ September 26, 2000 e-mail from the Royal Oak Township Library announcing the Library's new location
- ▶ September 8, 2000 & September 22, 2000 articles from the *Oakland County Legal News* on services provided by the Law Library
- ▶ October 9, 2000 e-mail from the Michigan Library Consortium announcing the receipt of a grant from the Michigan State Bar Foundation to purchase electronic books for libraries in Michigan
- ▶ September 1, 2000 article in *Family Circle* "Is Your Library X-Rated" by Dr. Laura Schlessinger

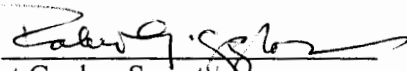
- ▶ October 19, 2000 article from the Internet – “Congressional panel says no to filters”

The next meeting of the Library Board will be on **December 13, 2000** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. **ADJOURNMENT.**

The meeting was adjourned at 2:20 p.m.


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary