



**1994**

**Oakland County  
Library Board  
Minutes**

**Book 1 of 2**

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD December 15, 1993

The meeting of the Oakland County Library Board was called to order at 3:00 p.m., December 15, 1993.

#### 1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Donald Jensen, Dr. William Keane, Robert Marten, Robert Tera, Judge Steven Andrews.

Board Members Excused: None.

Also in Attendance: Phyllis Jose, County Librarian; Richard Beer, Law Library; Joe Mullen, Library Coordinator; Yvonne Gold, Institutional Library Technician; Harry Courtright, WOLF; Bev Papai, Farmington Public Library; Renae Keeler, Reference Library.

Excused: Cathryn Weiss, Literacy Council.

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

No one in the audience wished to be heard.

#### 3. APPROVAL OF THE MINUTES.

Resolution #93-51: Marten moved to approve the minutes of the November 24, 1993, meeting. Jensen seconded. Motion carried.

#### 4. REPORTS TO THE BOARD.

##### A. WAYNE-OAKLAND LIBRARY FEDERATION - Courtright.

Informational items, statistics, noted and filed.

The Plan of Governance and Service ballots are due January 10th.

WOLF will be selecting a new shared computer system. The goal is to have the bids in from the vendors by March and the new system installed by December, 1994.

There are hopes that the majority of libraries from the dissolving Huron Valley Cooperative will join WOLF. If this happens WOLF will need a name change.

December 15, 1993

There has been an increase in downtime on the current GEAC system due to extensive purging of unused records. Removing extraneous records will improve the efficiency of the system.

Ballots to elect the new WOLF board member are due on December 20th.

**B. LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH) - Papai.**

Written report, statistics, noted and filed.

Papai submitted the annual audit report. Copies were distributed to the Board members.

**C. INSTITUTIONAL LIBRARY TECHNICIAN - Gold.**

Written report, statistics, noted and filed.

**D. LITERACY PROJECT - Weiss.**

Written report, statistics, noted and filed.

**E. COUNTY LIBRARIAN - Jose.**

Written report, statistics, noted and filed.

The Board of Commissioners approved the new budget. It was also decided not to transfer the libraries to the Executive Branch.

The newly created positions cannot be filled during the hiring freeze unless a special waiver is given by the Personnel Committee and the Finance Committee. Current employees can be transferred into the positions but no new hires can be made. A memo requesting a waiver has been sent to the Chair of the Personnel Committee. Two students currently at the LBPH are interested in applying for positions at the County.

Jose and Betty Ramey recently toured the new building. Construction is on schedule and the building should be closed in by mid-January.

The budget for the purchase of new furniture has been approved. Jose confirmed that much of the libraries' existing furniture will be utilized in the new building.

**Resolution #93-52:** Tera moved to approve the purchase of a new modem for the Reference Library, from the Library Board Fund, the cost not to exceed \$300.00. Andrews seconded. Motion carried.

December 15, 1993

Dohany then took the opportunity to commend Jose on the outstanding job she has done in coordinating the new building and the budget. Jose will become the Director of Library Services beginning in January.

**F. LAW LIBRARY DIRECTOR - Beer.**

Written report, statistics, noted and filed.

Beer pointed out that a deficit on the Law Library's balance sheet is due to unforeseen major increases in the cost of five of their continuations.

**5. APPROVAL OF THE BILLS.**

**Resolution #93-53:** Andrews moved approval of the Reference and Law Libraries' December bills and the January payment to EBSCO Subscription Services. Keane seconded. Motion carried.

**6. CORRESPONDENCE.**

- A. Article from the 11/19/93 DETROIT NEWS regarding the Rochester Hills Public Library.
- B. Article from the 12/1/93 DETROIT NEWS regarding library services.
- C. Article on Malcolm Hill from the 12/6/93 LIBRARY HOTLINE.
- D. Article from the 12/15/93 OAKLAND PRESS regarding Joan Elmouchi, former Auburn Hills Library Director.
- E. Copy of memo from Linda E. Wasielewski, First Assistant Corporation Counsel, to John McCulloch, Chairperson, Board of Commissioners Finance Committee regarding the Library Board.

**7. OLD BUSINESS.**

- A. **Resolution #93-47:** Permanently tabled.
- B. **Resolution #93-54:** Keane moved to approve the proclamation recognizing Carole Hund for her service to the Oakland County Library for the Blind and Physically Handicapped. Andrews seconded. Motion carried.

**8. NEW BUSINESS.**

- A. Proposed meeting dates for 1994 were discussed and amended.  
Retirement gifts were presented to Beer, Mullen and Liner.

December 15, 1993

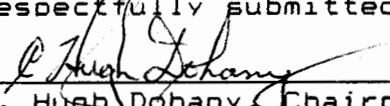
9. CONFIRMATION OF OCTOBER MEETING DATE.

The next meeting of the Library Board will be on January 26, 1994  
at 3:00 p.m. in the Board of Commissioners' Committee Room A.

10. ADJOURNMENT.

The meeting adjourned at 4:00 p.m.

Respectfully submitted.

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

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

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

January 26, 1994

The meeting of the Oakland County Library Board was called to order at 3:02 p.m., January 26, 1994.

#### 1. ROLL CALL.

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

Board Members Excused: Robert Gaylor, Dr. William Keane.

Also in Attendance: Phyllis Jose, Director of Library Services; Joan Hollier, Law Library; Yvonne Gold, Institutional Library Technician; Cathryn Weiss, Literacy Council; Harry Courtright, WOLF; Renae Keeler, Reference Library.

Excused: Betty Ramey, Reference Library/LBPH.

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

No one in the audience wished to be heard.

#### 3. APPROVAL OF THE MINUTES.

Resolution #94-1: Andrews moved to approve the minutes of the December 15, 1993, meeting. Tera seconded. Motion carried.

#### 4. REPORTS TO THE BOARD.

##### A. WAYNE-OAKLAND LIBRARY FEDERATION - Courtright.

The WOLF Plan of Service was approved. It will go to the Library of Michigan and then on to the Legislative Council.

Gary Molner was elected to the WOLF Board.

The Cooperative is moving ahead toward the purchase of a new automation system. Local government officials met with Plante and Moran to discuss the financing of the system. When firm figures are obtained from the selected vendor another meeting with the government officials will be held. Installation hopefully will be completed by December, 1994 or early 1995. The new system will allow access to the collections of libraries with stand alone systems and any PC on the system will be able to access Internet.

Courtright and the Director of the Woodlands Cooperative met with the sixteen libraries from the Huron Valley System. The Huron Valley libraries have voted to dissolve their

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cooperative and are considering joining other existing coops.

**B. OAKLAND LITERACY COUNCIL - Weiss**

Written report, statistics, noted and filed.

Weiss distributed the Literacy Council's 1992-93 Annual Report and displayed a new business packet which introduces businesses to the Literacy Council and available workplace literacy programs.

Next month she will bring a revised budget for the second half of the fiscal year.

**C. JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

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

Written report, statistics, noted and filed.

In Ramey's absence Jose updated. The LBPH is now at full staff and will extend business hours in February. A majority of the current Pioneers are willing to continue to repair equipment when the library moves to the County Service Center.

**E. LAW LIBRARY - Hollier.**

Written report, statistics, noted and filed.

The Law Library staff is working on plans for moving into the new building.

Discussion followed during which it was noted that the new building will be on the cover of the new Oakland County Directory. Construction is 60% complete and on schedule.

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

Written report, statistics, noted and filed.

Jose clarified for the Board that Helen Hanger of the Board of Commissioners staff will no longer be handling the secretarial responsibilities for the Library Board.

**Resolution 94-2:** Andrews moved that the Board approve Joan Hollier's participation in the three year MLA Leadership Academy Program and authorize the first year payment of \$725.00 from the Library Board Fund/Travel & Conference line item. Tera

~~Board Fund/Travel & Conference line item.~~ Tera seconded. Motion carried. (NOTE: This action is subject to the acceptance of Hollier's application by MLA.)

Jose pointed out a letter in the Board packet which was sent to Paul Funk, Director of Computer Services, detailing the computer equipment which will be needed by the libraries in the new building and asking for input from Computer Services. Discussion followed regarding possible need to bring in outside computer consultant.

Resolution #94-3: Andrews moved that the Library Board approve a search for an outside consultant. Jensen seconded. Motion carried.

5. APPROVAL OF THE BILLS.

Resolution #94-4: Andrews moved approval of the Reference and Law Libraries' January bills. Keane seconded. Motion carried.

6. CORRESPONDENCE.

*corrected to  
Jensen  
2/23/94*

- A. Letter from the Library of Michigan regarding state funding of libraries.
- B. Letter from the Michigan Library Association requesting contributions to the Advocacy Fund.
- C. Legislative Update from the Michigan Library Association, including a summary of School Finance Proposals.
- D. Letter to Paul Funk, Director of O.C. Computer Services, regarding computer equipment needed by libraries in new building.
- E. Article from the January 3, 1994 OAKLAND PRESS on Richard Beer.

7. OLD BUSINESS.

A. Resolution #94-5: Tera moved to approve the proposed 1994 meeting dates. Andrews seconded. Motion carried.

8. NEW BUSINESS.

Jensen reported on his meeting with the Vision Support Group. Some concerns were expressed to him regarding how hard it is to get the number of the LBPH and how difficult is to get in touch with people in Oakland County Government. Discussion followed regarding the possibility of the Clerk's office printing some directories in



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large print. Also an open house will be held at the LBPH once the library is moved.

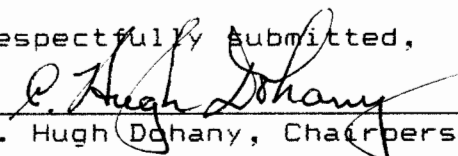
9. CONFIRMATION OF NEXT MEETING DATE.

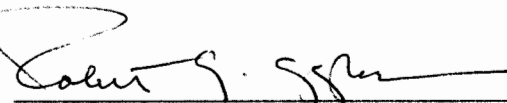
The next meeting of the Library Board will be on February 23, 1994  
at 3:00 p.m. at the County Service Center.

10. ADJOURNMENT.

The meeting adjourned at 3:42 p.m.

Respectfully submitted,

  
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C. Hugh Dohany, Chairperson

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

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD February 23, 1994

The meeting of the Oakland County Library Board was called to order at 3:03 p.m., February 23, 1994.

#### 1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Donald Jensen, Dr. William Keane, Robert Marten, Robert Tera, Judge Steven Andrews.

Board Members Excused: None.

Also in Attendance: Phyllis Jose, Director of Library Services; Joan Hollier, Law Library; Betty Ramey, Reference Library/LBPH; Yvonne Gold, Institutional Library Technician; Cathryn Weiss, Literacy Council; Regina Johnson, Reference Library.

Excused: Harry Courtright, WOLF.

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

No one in the audience wished to be heard.

#### 3. APPROVAL OF THE MINUTES.

Resolution #94-6: Andrews moved to approve the minutes of the January 26, 1994 meeting as corrected. (Correction: Resolution #94-4 "Jensen seconded.") Tera seconded. Motion carried.

#### 4. REPORTS TO THE BOARD.

##### A. WAYNE-OAKLAND LIBRARY FEDERATION - Courtright excused.

In Courtright's absence Gaylor updated the Board. Topics included development of rotation system for Board members as per the new coop plan; the possibility of a new name for the coop; and an update on the progress toward a new automation system.

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

Written report, statistics, noted and filed.

Orientation held at Rochester Hills Library went well, with forty-eight people attending. Thirty-six people signed up for the training beginning February 24.

February 23, 1994

The Friends are selling book pins for \$10 each; \$4 goes to the Literacy Council.

Weiss reviewed the revised 93-94 budget. This was approved by the Executive Committee in December.

**C. JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

Part-time employee has resigned, interviews have been scheduled for the position.

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

Written report, statistics, noted and filed.

Stacy Boucher will begin work on February 28 in the LBPH as a Technician I.

With the large number of phone calls the library receives, discussion followed regarding the need for a voice mailbox or an answering machine in the new facility.

Ramey would like to arrange a tour of new library for the Pioneers.

**E. LAW LIBRARY - Hollier.**

Written report, statistics, noted and filed.

Law Library is still short staffed. Library Technician I and student coop employees will begin work within next 2 weeks.

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

Written report, noted and filed.

Jose noted that Computer Services had finally contacted her regarding the layout and equipment for new facility. Jose had indicated she would be willing to meet with them to discuss this issue. Requests for proposals have been sent to several vendors. Discussion followed.

Jose reminded the Board that the Trustee Association Legislative Reception will be held March 10, from 5:00 p.m. - 7:00 p.m., at the Birmingham Community House.

Jose submitted the following items to the Board for approval:

Item #1: Library Furnishings for new facility.

- a) Oak End Panels for library shelving: Option #1 - \$37,914 or Option #2 - \$30,174.
- b) Book Shelving (Reference Library): \$4,236.45.
- c) Storage Shelving (LBPH): \$4,459.34.

Item #2: Contract with Richard Beer for planning the relocation of Law Library to the new facility.

**Resolution 94-7:**

Andrews moved that the Board approve the purchase of the Library Furnishings with the Option #1 end panels from the Library Board Fund in the amount of \$46,609.79. Gaylor seconded. Motion carried.

**Resolution #94-8:**

Andrews moved that the Board approve entering into a contract with Richard Beer for planning the relocation of the Law Library to the new facility in an amount not to exceed \$15,000.00 to be paid from the Library Board Fund. Gaylor seconded. Motion carried.

Jose noted Dick Beer's retirement party will be May 18th, at the Northfield Hilton. There will be a reception at a cost of \$20 per person or the reception and dinner at a cost of \$50 per person.

**5. APPROVAL OF THE BILLS.**

**Resolution #94-9:**

Gaylor moved approval of the Reference and Law Libraries' ~~January~~ bills. Keane seconded. Motion carried. *SKS*

**6. CORRESPONDENCE.**

Letter from Dick Beer thanking the Board for his retirement gift.

Letter to Beverly Papai, Director of the Farmington Community Library, requesting that the monies from the LBPH Gift Fund be forwarded to Oakland County.

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7. OLD BUSINESS.

None.

8. NEW BUSINESS.

None.


9. CONFIRMATION OF NEXT MEETING DATE.

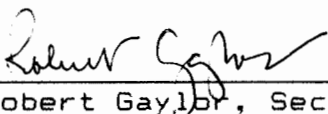
The next meeting of the Library Board will be on March 23, 1994 at 3:00 p.m. at the County Service Center.

10. ADJOURNMENT.

The meeting adjourned at 3:42 p.m.

Respectfully submitted,

  
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C. Hugh Dohany, Chairperson

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

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

March 23, 1994

The meeting of the Oakland County Library Board was called to order at 3:09 p.m., March 23, 1994.

#### 1. ROLL CALL.

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

Board Members Excused: Dr. William Keane.

Also in Attendance: Phyllis Jose, Director of Library Services; Joan Hollier, Law Library; Yvonne Gold, Institutional Library Technician; Cathryn Weiss, Literacy Council; Harry Courtright, WOLF; Renae Keeler, Reference Library.

Excused: Betty Ramey, Reference Library/LBPH.

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

No one in the audience wished to be heard.

#### 3. APPROVAL OF THE MINUTES.

Resolution #94-10: Andrews moved to approve the minutes of the February 23, 1994 meeting. Marten seconded. Motion carried.

#### 4. REPORTS TO THE BOARD.

##### A. WAYNE-OAKLAND LIBRARY FEDERATION - Courtright.

A letter is to be sent to the Library of Michigan signed by Christine Hage representing the Metro Net libraries and Harry Courtright representing WOLF, indicating that the dispute between the Metro Net libraries and WOLF has been resolved.

Two of the seven Metro Net libraries have requested continued membership in WOLF. Courtright hopes the rest of the libraries will also choose to continue with WOLF.

As per the new coop plan, a menu of services will be provided as of October 1st. Task Forces will be working to determine the cost of each service and members will be billed based on the number of libraries that sign up for that service. Some services will require a minimum time commitment from members selecting the service. WOLF will monitor costs to determine future price adjustments.

Fourteen of the sixteen Huron Valley libraries have indicated they will join WOLF. This will amount to approximately \$140,000 to WOLF in additional coop state aid.

RFP's for the new shared system have been sent to vendors. They are due back June 1st. The target date for installation of the system is the first quarter of 1995.

Negotiations for a new lease on the WOLF building are in progress. Courtright hopes WOLF will be permitted to sublet the extra space.

**B. OAKLAND LITERACY COUNCIL - Weiss**

Written report, statistics, noted and filed.

The Library Literacy Surveys have been returned. Weiss will provide copies to Board Members at the next Board meeting. The DLC will replace Lit Start books which have been lost. The survey information will be used by a committee to determine the best use of the \$10,000 grant money received for library collections and computers.

The student statistics will be available next month. They are currently being reentered into the computer.

The recognition event will be on May 10th at the Bloomfield Public Library from 6:00 - 8:00 p.m. Invitations are being sent out. 1994 is the 10th anniversary of the Literacy Council.

**C. JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

The new employee, Jesse Purnell will begin work next week.

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

Written report, statistics, noted and filed.

Jose reported in Ramey's absence.

Statistics are up and the work backlog is being completed.

A newsletter will be mailed to LBPH patrons in April. A separate letter will be sent to patrons prior to the move explaining how service will be affected by the move.

**E. LAW LIBRARY - Hollier.**

Written report, statistics, noted and filed.

The library's two new employees are doing well.

Members of the staff met with Computer Services regarding the computers in the new building.

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

Written report, noted and filed.

Jose displayed a newspaper article published by the Oakland Press regarding the new courthouse extension.

Board members asked that plans for the dedication ceremony of the new wing be discussed at the next meeting.

Resolution #94-11: Gaylor moved that in lieu of entering into a contract with Richard Beer for planning the relocation of the Law Library to the new facility, the Board approve the creation of a temporary PTNE Librarian's position in the Law Library for this purpose, the funds to be appropriated from the County Library Fund. Andrews seconded. Motion carried.

Resolution #94-12: Gaylor moved to approve the purchase from the County Library Fund of one copy of the 13th edition of the OAKLAND COUNTY UNION LIST OF SERIALS for each of the 34 participating public libraries at a cost of \$55.00 per copy. Tera seconded. Motion carried.

Resolution #94-13: Gaylor moved that in conjunction with the move to the new facility the Reference Library be renamed the Research Library. Andrews seconded. Motion carried.

Gregg Doty will schedule a tour of the new building to follow the April 27th Library Board meeting.

Jose reminded the Board of the Trustee Workshop to be held at WOLF on April 14th.



5. APPROVAL OF THE BILLS.

Resolution #94-14: Gaylor moved approval of the Reference and Law Libraries' March bills. Andrews seconded. Motion carried.

6. CORRESPONDENCE.

Thank you letter from Carole Hund, March 4, 1994.

Article from the March 13, 1994 edition of the OAKLAND PRESS on Marquita Harrison's fund raising plans for the Pontiac Public Library.

7. OLD BUSINESS.

None.

8. NEW BUSINESS.

A. Oakland Literacy Council Contract, 1994-95

Resolution #94-15: Andrews moved to approve the 1994-95 Oakland Literacy Council contract. Tera seconded. Motion carried.

B. Computer Operations - New Facility

Resolution #94-16: Andrews moved to reject all proposals. Marten seconded. Motion carried.

Dohany reminded the Board of Wednesday May 18th retirement dinner for Dick Beer.

9. CONFIRMATION OF NEXT MEETING DATE.

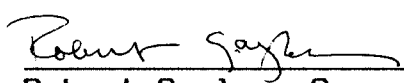
The next meeting of the Library Board will be on April 27, 1994 at 3:00 p.m. at the County Service Center.

10. ADJOURNMENT.

The meeting adjourned at 3:57 p.m.

Respectfully submitted,

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD April 27, 1994

The meeting of the Oakland County Library Board was called to order at 3:02 p.m., April 27, 1994.

#### 1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Dr. William Keane, Donald Jensen, Robert Marten, Robert Tera, Judge Steven Andrews.

Board Members Excused: None.

Also in Attendance: Phyllis Jose, Director of Library Services; Joan Hollier, Law Library; Yvonne Gold, Institutional Library Technician; Cathryn Weiss, Literacy Council; Harry Courtright, WOLF; Renae Keeler, Reference Library.

Excused: Betty Ramey, Reference Library/LBPH.

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

No one in the audience wished to be heard.

#### 3. APPROVAL OF THE MINUTES.

Resolution #94-17: Jensen moved to approve the minutes of the March 23, 1994 meeting. Andrews seconded. Motion carried.

#### 4. REPORTS TO THE BOARD.

##### A. WAYNE-OAKLAND LIBRARY FEDERATION - Courtright.

WOLF has been awarded three Library Services and Construction Act Grants for the coming year.

One is for approximately \$89,000 to fund the second phase of the Internet project. This will give every member library of WOLF and the HVLS libraries access to the Internet, including addresses and mailboxes. WOLF presently has several lines so that libraries and the public can access the Internet. By mid-May WOLF will be installing an 800 number so libraries outside WOLF's immediate area will be able to access the Internet free of charge. After the project is fully implemented, all costs will be covered through other means.

April 27, 1994

The second grant of approximately \$60,000 is to be used for the development of program kits for children. These will be loaned to day care centers, home schooling, etc. through member libraries. WOLF will be preparing 100 plus of these multi-media kits including books, cassettes and videos.

The third grant is an LSCA Title III grant to OWIN. As part of this grant and the Internet grant, WOLF will be buying several Ariel workstations. Ariel is the trademark name for a state of the art document delivery technology. These units will be placed in both public and non-public libraries within WOLF.

Courtright wished to commend the staff in WOLF's Cataloging Department for completely changing their procedures. In the past, cataloging for books which were not purchased through WOLF took approximately a year. As a result of the changes made, all requests for cataloging are now up to date and the turnaround time is now five to seven days. Expectations are that by the end of summer the target turnaround time of three to five days will be reached. It's the first time in WOLF history that there has not been a backlog.

At their April 14th meeting, the WOLF Board voted to accept 13 Huron Valley libraries as members of WOLF effective October 1st. In addition, the Board passed a motion to endorse the letter stating the dispute between Metronet libraries and WOLF has been resolved to the satisfaction of all concerned.

**B. OAKLAND LITERACY COUNCIL - Weiss**

Written report, statistics, noted and filed.

The Literacy Council received a McCarthy award of \$2,000 from Detroit Edison because two Edison employees are literacy volunteers. They also received about \$3,000 from the Birmingham Junior League from a read-a-thon held at Beverly School.

Weiss encouraged Board members to attend the Recognition Event to be held at the Bloomfield Township Library on May 10th.

**C. JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

Gold reported that the Jail Library is operating at full staff.

April 27, 1994

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

Written report, statistics, noted and filed.

Jose reported in Ramey's absence.

Ramey is attending her final class to obtain her Masters Degree in Library Science. Things at the LBPH are going well. The volunteer luncheon was a success.

The LBPH is also at full staff.

**E. LAW LIBRARY - Hollier.**

Written report, statistics, noted and filed.

Richard Beer has finished planning for the relocation of the Law Library's journals and the law reviews.

Their new person, Jill Davidson, will begin work on April 28th.

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

Written report, noted and filed.

Makeda Newby, the temporary clerical employee filling in for Regina Johnson at the Reference Library, obtained full time permanent employment elsewhere and has been replaced by Kathleen Wencel. The clerical pool can only be drawn from for six to eight weeks and there may be a need to tap into emergency salary funds.

Jose presented a draft of the Board's letter to Richard Beer.

Resolution #94-18: Andrews moved to approve the letter commending Richard Beer for his years of service. Keane seconded. Motion carried.

There will be no dedication ceremony for the new building. It was suggested by Facilities Engineering that an open house be held instead.

Resolution #94-19: Gaylor moved to approve the LBPH gift fund policy. Marten seconded. Motion carried.

April 27, 1994

Discussion of County Library Fund. The Board agreed to consider purchasing some of the furniture deleted because of budgetary limits. Jose was directed to develop a list of recommended items for the May meeting. Art work will not be purchased until after moving into the building. A donation of \$25,000 from the Marks Foundation must be spent on art work for the Law Library. The computer equipment in the new building will be purchased using monies from the Fund. Computer Services could act as a jobber. Discussion of feasibility of dial-in access to the new LAN.

5. APPROVAL OF THE BILLS.

Resolution #94-20: Keane moved approval of the Reference and Law Libraries' April bills. Jensen seconded. Motion carried.

6. CORRESPONDENCE.

March 24, 1994 MLA Legislative Update.

Article from the April 13, 1994 edition of the OAKLAND PRESS regarding the resources available at the Rochester Hills Library.

7. OLD BUSINESS.

None.

8. NEW BUSINESS.

Gregg Doty will set up tour of new building to take place at 3:00 p.m. on May 25th.

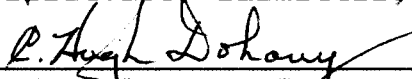
9. CONFIRMATION OF NEXT MEETING DATE.

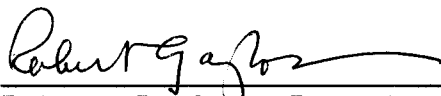
The next meeting of the Library Board will be on May 25, 1994 at 3:00 p.m. at the County Service Center.

10. ADJOURNMENT.

The meeting adjourned at 4:03 p.m.

Respectfully submitted,

  
C. Hugh Dohany, Chairperson

  
Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD  
May 25, 1994

The regular meeting of the Oakland County Library Board was called to order at 3:00 p.m. At 3:05 p.m. the Board recessed for a tour of the new facility. The tour was conducted by Gregg Doty of Facilities Engineering and Phyllis Jose, Director of Library Services.

**1) ROLL CALL.**

Board Members Present: C. Hugh Dohany, Robert Gaylor, Dr. William Keane, Donald Jensen, Robert Marten, Robert Tera.

Board Member/Tour Only: Judge Steven Andrews (excused for business meeting)

Also in Attendance: Phyllis Jose, Director of Library Services; Joan Hollier, Law Library; Betty Ramey, Reference Library/LBPH; Yvonne Gold, Jail Library; Cathryn Weiss, Literacy Council; Harry Courtright, WOLF. Guests: Gregg Doty, Facilities Engineering (tour); Judy Cunningham, Circuit Court (call to audience).

The Board reconvened at 3:50 p.m. following the tour of the new facility.

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

Judy Cunningham, Circuit Court Administrator, presented a proposal to name one of the study rooms in the new facility for Richard Beer to recognize his dedicated service to the Law Library.

Resolution #94-21: Keane moved to approve the idea in concept with the actual room selection to be determined at a later date. Gaylor seconded. MOTION CARRIED.

**3. APPROVAL OF THE MINUTES.**

Resolution #94-22: Keane moved to approve the minutes of the April 27, 1994 meeting. Marten seconded. MOTION CARRIED.

**4. REPORTS TO THE BOARD.**

**A. WAYNE OAKLAND LIBRARY FEDERATION - Courtright.**

The 800 number for use by member libraries to access the Internet through WOLF is now operational.

At Gaylor's request, Courtright updated the Board on the request of the Harper Woods Library to withdraw from WOLF.

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

Written report, statistics, noted and filed.

Weiss distributed copies of the monthly financial report.

Weiss indicated that she will be on vacation from June 6 - July 6.

Monica Smith will be graduating from the Leadership Oakland program this evening.

Jose commended Weiss and the OLC staff and volunteers for the excellent Recognition Event on May 10th.

**C. JAIL LIBRARY - Gold.**

Written report, statistics, noted and filed.

**D. LBPH/REFERENCE LIBRARY - Ramey.**

Written report, statistics, noted and filed.

Ramey commented that the LBPH maintains the busy workload. She provided the Board with additional information on the Farmington Library Volunteer Recognition event. Bill Ireys, of the Pioneers group, had attended the tour of the new facility and will be working with Ramey to develop a list of furnishings for their work room area.

The Reference Library staff is busy working on the possible CD ROM products for the LAN in the new facility. They are also developing the annual list of items to add for the federal depository program.

**E. LAW LIBRARY - Hollier.**

Written report, statistics, noted and filed.

Summer hours for May 31st - June 30th are: Monday-Friday, 8:30 a.m. - 6:00 p.m.; Saturday, 9:00 a.m. - noon.

Hollier described what a great experience the first year of the MLA Leadership Academy had been and thanked the Board for supporting her participation.

The retirement party for Dick Beer was very nice. Several current and former staff members attended. Board members concurred that it had been a very enjoyable evening.

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

Written report, noted and filed.

Jose commented that she was glad the Board had been able to tour the new facility.

Personnel has approved the use of emergency salaries monies to temporarily fill Regina Johnson's position. Kathleen Wencel, who has been filling the position from the Clerical Pool has accepted the position as funded by emergency salaries.

Jose reviewed the square footage comparisons for the three library units - current and new facility.

**5. APPROVAL OF THE BILLS.**

**Resolution #94-23:** Gaylor moved approval of the Reference and Law Libraries' May bills. Marten seconded. MOTION CARRIED.

**6. CORRESPONDENCE.**

-May 3, 1994 Legislative Update to MLA from Karoub Associates.

-May 12, 1994 letter from State Librarian James Fry regarding proposed FY 94/95 state funding for libraries.

7. OLD BUSINESS.

A. Furniture Purchase/New Facility.

Resolution #94-24: Gaylor moved to purchase from the County Library Fund the furniture items listed in the May 5, 1994 meeting memo from Yamasaki. Keane seconded. MOTION CARRIED.

8. NEW BUSINESS.

None.


9. CONFIRMATION OF NEXT MEETING DATE:

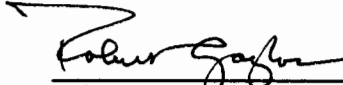
The next meeting of the Library Board will be on June 22, 1994 at 3:00 p.m. at the County Service Center.

10. ADJOURNMENT.

The meeting adjourned at 4:40 p.m..

Respectfully submitted,

  
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C. Hugh Dohany, Chairperson

  
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Robert Gaylor, Secretary