



2001

**Oakland County
Library Board
Minutes**

Book 1 of 2

MINUTES

OAKLAND COUNTY LIBRARY BOARD

December 13, 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, Donald Jensen, Dr. James Redmond, 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.

Guests: Ed Ura of Management Resource Center, Inc; Nancy Scarlet and Lois Koeber of Personnel

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

None

3. **APPROVAL OF THE MINUTES.**

Resolution #00-30: Andrews moved to approve the minutes of the November 22, 2000 meeting. Jensen seconded. Motion carried.

4. **OLD BUSINESS.**

A. Personnel Study

Ed Ura of Management Resource Center Inc. discussed the first draft of the Personnel Study. Judge Andrews expressed his concerns about which direction the Library was going and about what kind of service did the Library want to offer. The Board will discuss these items at the January meeting.

B. 2001 Meeting Dates

Resolution #00-31: Andrews moved to approve the 2001 meeting dates. Jensen seconded. Motion carried.

5. **NEW BUSINESS.**

None

6. **APPROVAL OF FINANCIAL STATEMENTS.**

Resolution #00-32: Jensen moved to accept the December financial statements. Andrews seconded. Motion carried.

7. **REPORTS TO THE BOARD.**

A. **Oakland Literacy Council - Weiss**

Written information, noted and filed.

Friends holiday solicitation has raised \$4,600 to date; the Council still hasn't made the move to the 3rd floor; the staff is working on the the planning program for the next calendar year.

B. **Library Services - Jose**

Written report, noted and filed.

Shelly Taub has been appointed as the new ~~Chairperson~~^{member} of the Library Board; Redmond recommended Andrews replace Dohany as a ~~Board member~~^{Chairperson}.

Resolution #00-33: Jose asked the Board to adopt a resolution granting Mr. Dohany emeritus status on the Oakland County Library Board. Redmond approved. Andrews seconded. Motion carried.

8. **TLN Information**

None

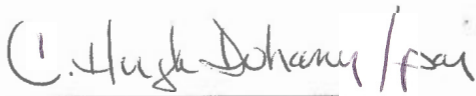
9. **Correspondence**

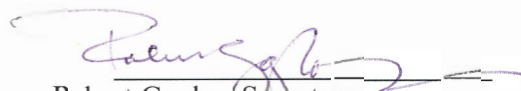
- ▶ October 2000/Information Technology Quarterly article on company web site searching
- ▶ December 4, 2000 article on the Public Library Funding Initiative Group teleconference
- ▶ December 2000 article from the ABA Law Day Planning Guide
- ▶ December 2000 article from "My Turn" editorial column written by Betty Ramey

The next meeting of the Library Board will be on **January 24, 2001** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

10. **ADJOURNMENT.**

The meeting was adjourned at 4:15 p.m.


C. Hugh Dohany, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

January 24, 2001

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

1. **ROLL CALL.**

Board Members Present: Steven Andrews, Robert Gaylor, Donald Jensen, Shelley Taub, Robert Tera
Patrick D. Campbell, Deputy Clerk/Register, swore in newly appointed Board member Shelley Taub.

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.

Guests: Lois Koeber and Gary Vaught, Oakland County Personnel Department.

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

None.

3. **APPROVAL OF THE MINUTES.**

Resolution #01-01: Tera moved to approve the minutes of the December 13, 2000 meeting. Jensen seconded. Motion carried.

4. **OLD BUSINESS.**

A. Personnel Study

Resolution #01-02: Jensen moved to receive and accept the personnel study prepared by Management Resource Inc. Tera seconded. Motion carried.

Discussion followed.

Resolution #01-03: Gaylor moved to distribute the study document to the supervisory staff for their written comments. These comments will be reviewed and discussed at the February Board meeting. Jensen seconded. Motion carried.

5. **NEW BUSINESS.**

None.

6. **APPROVAL OF FINANCIAL STATEMENTS.**

Resolution #01-04: Gaylor moved to accept the January financial statements. Jensen seconded. Motion carried.

7. **REPORTS TO THE BOARD.**

A. Oakland Literacy Council - Weiss

Written information, noted and filed.

The Council has one employee on short term disability, will hire part-time person to fill in until employee returns; a Read-A-Thon will be held on March 24, 2001 from 10am-11pm at Borders in Birmingham, volunteers are needed to read aloud.

The Friends raised more than \$30,000 for the Council last year. Their goal is to have a year's budget in reserve for the Council. Membership in the Friends increased from 400 to 600 during 2000. The Friends holiday solicitation has raised almost \$10,000 to date.

Andrews asked what the Library Board could do to further assist the Council and help promote literacy. Weiss reviewed the Ellis software program designed to provide computerized self-instruction for students. The software is currently being used at the Farmington Community Library. Weiss suggested that the Board could consider placing this software at additional library sites in the County.

Resolution # 01-05: Jensen moved to further explore the ELLIS Program. Tera seconded. Motion carried.

Jose was directed to obtain information on the Ellis software for the February meeting.

B. Library Services - Jose

Written report, noted and filed.

Jose reviewed several items including the FY 2002 & 2003 budget preparation process; work on collecting and organizing the Board policies; and information from the various Library units.

Resolution #01-06: Tera moved to have LVPI employee Kelly Armata attend the National Library Service (NLS) orientation in Washington DC at a cost not to exceed \$1800.00. Monies to be paid from the County Library Fund/Travel & Conference line item/FY 01 budget. Taub seconded. Motion carried.

8. TLN Information

Written information noted and filed.

9. Correspondence

- ▶ January 3, 2001 memo from Jeffrey Pardee, Director, Management and Budget, and Judith Eaton, Director, Personnel on the FY 2002 and FY 2003 budget process
- ▶ October 2000 letter from Bangladesh Braille & Talking Book Library for the Blind to the Library for the Visually and Physically Impaired thanking them for English Braille literature
- ▶ December 2000 article from the Library of Michigan's *Access* on the 2000 distribution of penal fines in Michigan
- ▶ November 2000 article from *Online - The Revenge of the Library Scientist*

- ▶ January 2001 article from *USA Today* - Stacks of reasons to be thankful for librarians
- ▶ January 8, 2001 article from *The Daily Tribune* - Libraries lax on Internet porn

10. **Confirm next meeting date**

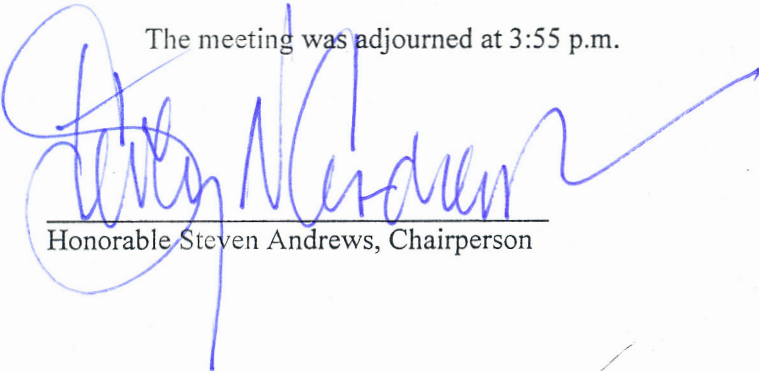
Several Board members indicated they would not be available on February 28th.

Resolution # 01-07: Taub moved to change the date of the February board meeting from February 28, 2001 to February 21, 2001. Tera seconded. Motion carried.

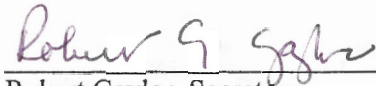
The next meeting of the Library Board will be on **February 21, 2001** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. **ADJOURNMENT.**

The meeting was adjourned at 3:55 p.m.



Honorable Steven Andrews, Chairperson



Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

February 21, 2001

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

1. ROLL CALL.

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

Board Members Excused: Dr. James Redmond

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

Guests: Gary Vaught, Oakland County Personnel Department.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #01-08: Gaylor moved to approve the minutes of the January 24, 2001 meeting. Jensen seconded. Motion carried.

4. OLD BUSINESS.

A. Personnel Study – Implementation Process

The Board reviewed each of the Unit Supervisors reports individually. Discussion followed.

The consensus was to form a study committee to work with each Unit Supervisor to determine the priorities and possible plan of action for each of the various units. Committee assignments are:

Jail Library – Shelley Taub and Bob Tera

Research Library/LVPI – Don Jensen and John Chambers

Law Library – Judge Andrews and Bob Gaylor

Reports from the Study Committees are due for the April Board meeting.

Jose was directed to prepare draft mission statements for each of the units for the March Board meeting.

Resolution # 01-09: Gaylor moved to make the Personnel Study available to library staff. Chambers seconded. Motion carried.

5. NEW BUSINESS.

A. Ellis Software – Literacy Council

The Farmington Community Library is the only public library in the County to have the Ellis Program available. Jose will make the demonstration program (received from the vendor) available in the Library for Board members to use. Consensus of the Board was to try and secure grant funding to place this program in other public libraries. Discussion will continue at the March Board meeting.

B. 2000 Annual Report

Resolution # 01-10: Gaylor moved to approve the 2000 Annual Report. Taub seconded. Motion carried.

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #01-11: Gaylor moved to accept the February financial statements. Jensen seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. Oakland Literacy Council - Weiss

Written information, noted and filed.

Items discussed included: Twenty people have registered for tutor training in March; OLC's Annual Report has been printed and mailed out; the Council is publicizing the availability of the Ellis computerized ESL program to students; the Friends will sponsor a One Book One Day Readathon at Borders Books & Music (Birmingham store) on March 24th, Board members were encouraged to participate.

Resolution # 01-12: Taub moved to accept Weiss's report. Gaylor seconded. Motion carried.

B. Library Services - Jose

Written report, noted and filed.

Items discussed included: FY 2002 Budget preparation; Children's Internet Protection Act (CHIP); request to Information Technology (IT) for a second server for the Library.

Resolution #01-13: Taub moved to accept Jose's report. Chambers seconded. Motion carried.

8. TLN INFORMATION

Written information, noted and filed.

Resolution #01-14: Taub moved to accept and file the TLN information. Tera seconded. Motion carried.

9. CORRESPONDENCE

- ▶ December 4, 2000 memo from Zyskowski to Jose detailing the 2000/2001 Satellite budget cuts

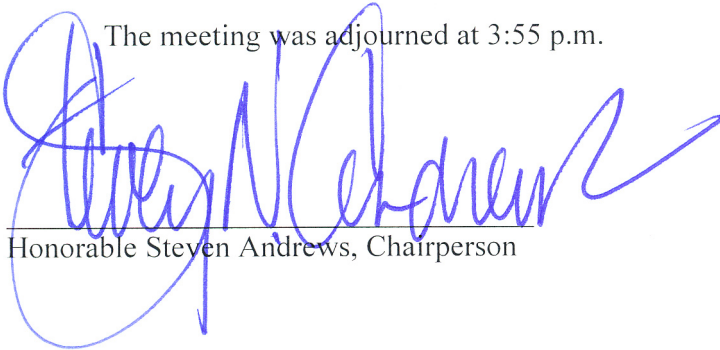
- ▶ January 26, 2001 memo from Oakland County Executive L. Brooks Patterson to Oakland County Board of Commissioners Chairperson Frank Millard indicating his wish to reappoint Robert Tera to the Oakland County Library Board for a term ending August 24, 2005
- ▶ February 12, 2001 memo from Jose to Kim Morris, Information Technology (IT), requesting IT provide the Library with a second server to be assigned to the Research Library

10. CONFIRM NEXT MEETING DATE

The next meeting of the Library Board will be on March 28, 2001 at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. ADJOURNMENT.

The meeting was adjourned at 3:55 p.m.



Honorable Steven Andrews, Chairperson



Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

March 28, 2001

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

1. ROLL CALL.

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

Board Members Excused: Dr. James Redmond

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

Guests: Gary Vaught, Oakland County Personnel Department.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None.

3. APPROVAL OF THE MINUTES.

Resolution #01-15: Taub moved to approve the minutes of the February 21, 2001 meeting. Chambers seconded. Motion carried.

4. OLD BUSINESS.

Unit Study Committees

The Board reviewed the activities of the various Study Committees.

5. NEW BUSINESS.

A. Unit Mission Statements

Resolution # 01-16: Taub moved to approve the Unit Mission Statements as revised. Chambers seconded. Motion carried. (A copy of the revised statements is attached to these minutes.)

B. FY 2002 Budget

Resolution # 01-17: Gaylor moved to approve the FY 2002 budget. Taub seconded. Motion carried.

Taub expressed concern over the continuing increase needed for the Law Library Continuations line item and the need to better control this expenditure. She suggested the idea of spreading the cost to the various units as part of their budgets and having them assume a greater responsibility for how the money is spent. The Board concurred with the possibility of doing this; and directed Taub & Jose to meet with Jeff Pardee, Director/Department of Management & Budget to discuss this issue.

6. **APPROVAL OF FINANCIAL STATEMENTS.**

Resolution #01-18: Tera moved to approve the March financial statements. Taub seconded. Motion carried.

7. **REPORTS TO THE BOARD.**

A. **Oakland Literacy Council - Weiss**

Written items, noted and filed.

Items discussed included: \$3,500 raised from Readathon; the possibility of securing a Library of Michigan Challenge grant for the Readathon next year; 26 new tutors completed training in March; International lunch planned for April 3rd; update on recent grant applications. Weiss also distributed copies of several newspaper articles on Council activities.

B. **Library Services - Jose**

Written report, noted and filed.

Discussion of overall staff morale: need to have Personnel advise us regarding appropriate grade placement of staff & what we need to do to bring things up to scale; impact of the Study Committees on this issue. Jose also noted that Kevin Oeffner, Circuit Court Administrator has asked to attend the next Board meeting to discuss space needs.

8. **TLN INFORMATION**

Written information, noted and filed.

9. **CORRESPONDENCE**

- ▶ Ballot for Michigan Library Association *Proposed Legislative Agenda* (Jose had voted to support as proposed)
- ▶ February 14, 2001 letter from Sharon Vincent, Farmington Community Library to Zyskowski thanking Dianne for her presentation on legal research
- ▶ March 9, 2001 memo from Scott Hudson of eBlind! to Jose on matching funds from Oakland County Library Board & the proposed partnership to expand the program statewide
- ▶ March 12, 2001 memo from Kevin Oeffner, Court Administrator to Jose advising her that the Circuit Court is returning the Training Room to the Law Library
- ▶ March 15, 2001 memo from Zyskowski to Jose on usage of the Law Library - *Reference Questions By Type Of Patron*

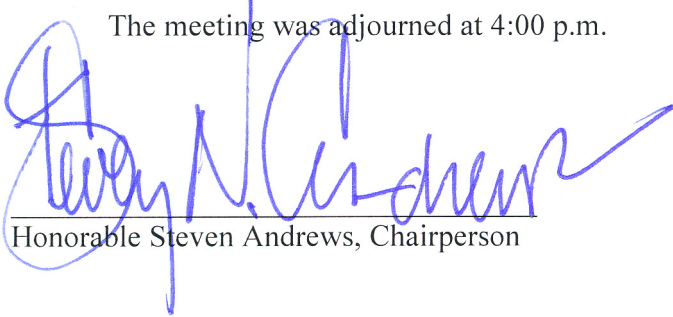
- ▶ March 2001 article from *Consumer Reports*, "Digital Chaperones for Kids"

10. CONFIRM NEXT MEETING DATE

The next meeting of the Library Board will be on April 25, 2001 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.



Honorable Steven Andrews, Chairperson



Robert Gaylor, Secretary