



**1988**

**Oakland County  
Library Board  
Minutes**

**Vol. 2 of 2**

MINUTES

OAKLAND COUNTY LIBRARY BOARD

July 27, 1988

The meeting was called to order at 3:00 p.m.

1. ROLL CALL.

Board Members Present: Hon. Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Joann Wilcox.

Board Members excused: Dr. William Keane, Lillian Russell.

Quorum present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Librarian; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne Oakland Library Federation; Shirley Willing, Institutional Library Technician; Marty Johnson, Administrator's Secretary.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

Dohany announced the addition to the Agenda of the Penal Fine Distribution consideration.

No one in the Audience wished to be heard.

3. APPROVAL OF MINUTES.

The Minutes were corrected as follows: Item 4(F), Jose met with the members of the Personnel Department to work out arrangements to **create** the half-time Librarian position.

Resolution 88-23: Wilcox moved that the minutes of June 22, 1988, be approved as corrected. Jensen seconded. Motion carried.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

InterLibrary Loan Statistics, **WOLF Computer News** and Automation Status noted and filed.

Whitaker reported some significant accomplishments attained in July. On July 19, Independence Township approved their library's participation in WOLF's Automation system. This means that all of the member libraries in WOLF are now

authorized to participate. Before October 1st, all terminals will be installed.

The Bacon Memorial Library in Wyandotte has joined WOLF and will actively begin to participate on the 15th of August.

At this time, every WOLF library that has a terminal installed has daily access to an on-line catalog. There are approximately 370,000 titles now under bibliographic control.

Before the end of the year, Whitaker will be able to report to the Board some specifics about the next generation of the Electronic Catalog. He suggested that at the fall meeting, Dolores Hayden be allowed to report to the Board on the automation system.

At the August WOLF Board meeting, the '88-'89 budget will be discussed, as will the preliminary report from the University of Illinois consultants.

B. SUBREGIONAL LIBRARIAN - Hund.

Written report and statistics noted and filed.

Hund reported that the State Aid funding has passed through Committee and all it needs now is the Governor's signature. This appropriation will be a substantial increase for Blind and Physically Handicapped Subregional services.

Hund and Margaret Wolfe, Library of Michigan, travelled to Cincinnati, Ohio to view the Reader Enrollment and Delivery System (READS) which Hund hopes will eventually be used to computerize the Subregional circulation system. The Subregional staff will be working closely with the National Library Service in following the steps necessary to OK the software. She felt this was a good time to embark on the project.

Hund also attended the National Library Conference in Arlington Virginia.

Andrews asked about the Talking Newspaper. Hund explained this is part of the Flint-based **Newspaper for the Blind** and that it has been working successfully in the Flint area and has been getting a lot of publicity, generally, in Michigan. It operates on individual subscription; the system is programmed to retrieve whichever section of the paper the patron wants, anything from headlines or sports to grocery ads. She explained that it is expensive and difficult to get into place and that it needs a dedicated telephone line. Andrews felt it would be an excellent service and asked Hund to investigate the cost of a subscription to be placed in her library.

C. INSTITUTIONAL LIBRARY TECHNICIAN - Willing.

Written report, Grand Rapids Conference report noted and filed.

In reference to her report, Willing stated she had bought dictionaries, and could obtain extensive material from WOLF in Arabic. Andrews objected to providing other language material for the inmates, stating that English is the National language. He suggested a Literacy class be held at the jail.

Jose, mentioning Willing's Conference Report, noted that in order to get out of a Florida jail, Florida legislation requires a person to have a 9.1 grade reading level.

D. LITERACY PROJECT - Weiss.

Written report, correspondence, calendar and survey noted and filed.

In addition to the Talking Newspaper mentioned in Hund's report, Weiss said that WKET in Kentucky has developed the Telephone Tutor. This is a computer that provides 30 lessons on teaching adults to read. The service has a companion book that comes with a number to be called daily for a new lesson.

There was a lengthy Board discussion, after which it was decided to investigate the possibility of dialing into this to see how it works.

Resolution 88-24: Andrews moved to add an item to a future agenda for the examination of the Telephone Tutor. Gaylor seconded. Motion carried.

Andrews noted that Michigan cable companies are required by law to provide several hours of Public Service Announcements each week and suggested the Library Board look into some method of holding school over these TV Channels. He also felt it would be a good idea to have a Library on the Air which could be of service to the Blind and Physically Handicapped, and the elderly. Hund felt there could be a problem with copyrights.

Weiss and the Board members discussed her report. Weiss indicated that all in-service training time has been donated and, depending on availability, students rarely have to wait very long for a tutor.

Weiss indicated that all but three libraries had returned their surveys, and she was very pleased with the response. All libraries have been very cooperative, she said.

Weiss hoped to have the new Literacy brochures completed in time for her Literacy Awareness Open House on September 8.

With the Literacy Proclamation in the City of Pontiac, Weiss hopes to gain the involvement of Pontiac schools and libraries in local literacy activity.

Weiss attended the ABA Literacy Leadership Conference in Washington, DC.

E. LAW LIBRARY - Liner.

Written report noted and filed.

The Law Library has simplified its statistics report as requested. It still covers the same information, but has been reorganized and typed in larger print.

Regarding the Telefax, Beer and Liner had a conference with Kathy Gilbert-Sirovey, and Coleen Henning of the Oakland County Bar Association. They have agreed to gather information for the Board from the records kept so far. Liner will have more information concerning cost efficiency, etc., for the August meeting. Liner felt it to be an excellent service.

Richard Beer, Mary Neubacher and Liner have gone to Wayne State University on two separate occasions to study procedures for the NOTIS System. It will be a big project, Liner thought, but very exciting.

The shelving has been ordered, and Dick DeBear of Library Design Associates, has informed Beer that the Libraries would be receiving the shelves by the end of September, which will help to relieve a very frustrating situation.

Beer reported that the hardware for the OCLC terminal has been ordered. He is now waiting for the approval from Wayne State to order the other hardware. He thought approval would be coming momentarily.

Beer is moving his office to one of the small rooms at the back of the library to make more space available for the technical services work room.

There has been no word from Yamasaki Associates concerning the building, Beer reported. He noted that, although the libraries were not included in the first report and did not get an Official Report copy, he had received a copy from the Engineering Dept. for his information.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report and ALA Conference Report noted and filed.

Jose said the advent of the new shelving was both "good and bad



news". While the Reference Library certainly does need the shelving, in order to install the add-ons and the back bracing for the shelves, they have to take all the books off the existing shelves, and then, put them all back on. Jose said, however, that it would allow the Reference Library staff to do some reorganization of the collection.

Jose enlightened the Board as to the WOLF election. The two candidates are Bob Justin, the incumbent, who was renominated by Rochester Hills, and Ruth Elsling, nominated by West Bloomfield. The ballots were sent out last week and libraries will have a full month to vote. Seven libraries will be voting; the deadline for returns is September 1.

The Reference Library personnel situation is on the Finance Committee Agenda for July 28. It was referred both to the General Government and the Finance Committees by the full Board of Commissioners. Because of the timing, and because of the need to get the position in place before school begins in September, Dohany and Jose contacted Caddell and Skarritt of the Committees, and the Finance Committee will take up the matter on the 28th, after which the General Government Committee will call a special meeting before the full Board of Commissioners meet on August 4.

G. LIBRARY BOARD ADMINISTRATOR - Beer.

Written report, AALL report and ALA Washington Newsletter Synopsis noted and filed.

October 5 is the Annual Event of the Foundation at Meadowbrook Hall. The Board will be invited as the guests of the Foundation.

Beer notified the Board that on October 13, at the MLA convention, Deputy State Librarian, Jeff Johnson will speak to the Trustees on "Pathways to Information Through the Library of Michigan". On October 12, at 7:30 p.m., Norma Buzan of ALA will give the after-dinner remarks, "Of Course We Can".

Beer has been asked to fill a vacancy on the Executive Board of the Michigan Library Consortium. Under the new MLC By-Laws, only one permanent member can be in MLC. Therefore, Beer asked the Board to recind Resolution 88-19 of June 22, and move that he be appointed as permanent representative.

Resolution 88-25: Gaylor moved to recind Resolution 88-19 of June 22. Wilcox seconded. Motion carried.

Resolution 88-26: Gaylor moved to appoint R. L. Beer as Permanent Representative of Michigan Library Consortium, with Phyllis Jose as Alternate. Wilcox seconded. Motion carried.

5. BILLS.

- A. Law Library
- B. Reference Library

Resolution 88-27: Andrews moved that the bills of the Law and Reference Division be paid. Jensen seconded. Motion carried.

6. CORRESPONDENCE.

- item a. Jim Hibler, OCULS, thanking the Board for its support of that organization, 6-23-88
- item b. Marianne Gessner, Library of Michigan, indicating State Aid has increased the appropriation to Blind and Physically Handicapped Services, 7-18-88

7. (added. See item 2, Announcements)

APPROVAL OF PENAL FINE DISTRIBUTION.

Jose noted for the Board's information that the amount of Penal Fines has increased .09/Per Capita.

Resolution 88-28: Gaylor moved that the Penal Fines be distributed. Andrews seconded. Motion carried.

8. OLD BUSINESS.

There was no old business.

9. NEW BUSINESS.

Gaylor has been appointed Regional Vice President of the American Library Association. The region covers a five state area.

10. CONFIRMING AUGUST MEETING DATE.

The next meeting of the Oakland County Library Board will be held on August 24, 1988.

11. ADJOURNMENT.

The meeting adjourned at 4:03 p.m.

Respectfully Submitted:

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

August 24, 1988

The meeting was called to order at 3:07 p.m.

1. ROLL CALL.

Board Members Present: C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Lillian Russell, Joann Wilcox.

Board Members excused: Hon. Steven Andrews.

Quorum present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Librarian; Charlotte Liner, Law Library; Doug Whitaker, Wayne Oakland Library Federation; Marty Johnson, Administrator's Secretary, Colleen Henning, Finance Director, OCBA; Mr. Russell, Guest.

Excused: Cathy Weiss, Literacy Project; Shirley Willing, Institutional Library Technician.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the Audience wished to be heard.

3. APPROVAL OF MINUTES.

Item 4-F was corrected as follows: "...Ruth **Elbling** was nominated by West Bloomfield..."

Item 4-C was changed to read "...could obtain a **bibliography of Arabic materials** from WOLF".

Resolution 88-29: Wilcox moved that the minutes of July 27, 1988 be approved as corrected. Russell seconded. Motion carried.

4. REPORTS TO THE BOARD.

4.(1): Report on the TELEFAX located in the Law Library - Colleen Henning, Financial Director, OCBA.

Dohany stated that he and members of the Law Library staff had been meeting with the Bar Association concerning the cost effectiveness of the Law Library Telefax Service. He introduced Colleen Henning who reported the findings of the Bar Association



regarding the overall cost, and the Bar's recommendations for the future of the service.

Ms. Henning distributed an activity report which showed that the number of requests for service is gradually increasing. For the "four-man" Law Library staff, it is becoming quite a problem. Two preliminary recommendations were to increase service fees and to add an additional staff member to the Law Library.

Dohany will report to the Board after further meetings with the Bar Association on the matter.

A. WAYNE-OAKLAND Library Federation - Whitaker.

At the August 11th WOLF Board meeting, Board members approved a preliminary budget for 1988-89. This budget will be the object of a public hearing at 3:00 p.m. on September 8th at the WOLF Service Center. Immediately following the hearing, the WOLF Board will hold its September meeting.

Whitaker reported that a September 15th meeting to discuss the final report of the University of Illinois Study will probably be postponed for a month to allow report copies to be delivered to WOLF members and librarians in time for them to have a reasonable chance to examine it.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written reports noted and filed.

For the first time, this September the State of Michigan is going to celebrate BLIND AWARENESS MONTH. The Oakland County Subregional Library has designed a flyer to be used throughout the state. It will also have book marks, Hund said. A major program is being planned for next year. It will be very good publicity and will be coordinated throughout the state.

Hund attended the National Conference which she felt was quite worthwhile.

In her July report, Hund mentioned that the Subregional Library will be able to automate using the READS system. This system of software is available through the National Library Service. Hund is now busy writing for a major grant in this area and will be working on the project for some time to come as it involves researching their needs both for now and in the immediate future. Hund believes this to be a good time to work on this as there are several other Subregionals in the state interested in the technology and they will be working together.

Dr. Keane asked Hund to comment on her statistics report.

Hund explained some of the difficulties with the National Library Association emphasis on discs, and downplaying of cassettes. Actually, Hund said, the statistics show a marked increase in cassettes and a loss of interest in discs. At the National Library Service convention, there was much discussion on this decision. At the Farmington Subregional, they have a waiting list for people who want cassettes. Library users can't use the library because there aren't enough cassette players. Subregional Librarians are hoping for some resolution to this problem.

C. INSTITUTIONAL Library Technicians Report - Willing

Written report noted and filed.

Willing excused.

Jose noted that Willing was attending the Brandeis University Women's Used Book Sale to pick up free books for her library.

Jose reported that the Institutional Library still has not been allocated specific space or location in the new jail facility. Willing does not yet know if they will have one room and book cart service, or two rooms staffed constantly. This makes it difficult to inform the Personnel Department of the kind of staffing they will be needing. Willing has been informed by the County Facilities & Operations that there is no equipment or shelving being put into any of the rooms. Hopefully, by the September meeting, there will be more to report.

D. LITERACY PROJECT - Weiss

Weiss excused.

Jose reported for Weiss who is on vacation.

There will be an Open House to celebrate Literacy Awareness Day on Thursday, September 8th from 3:00 p.m. to 7:00 p.m. at Oakland Schools. There will be a demonstration of the TELEPHONE TUTOR and Jose said it would be a good time for any of the Board members to view this service.

Jose reported that the Literacy Project did not receive the Title VI Grant and that they have requested a copy of the written comments from the evaluators.

There was lengthy discussion on the long term funding of the Literacy Project.

Resolution 88-30: Wilcox moved to invite Gloria Grady Mills, State

Literacy Coordinator, to talk to the Board about Literacy Programs and what she sees in the future for the funding of the Oakland County Project. Jensen seconded. Motion carried.

E. LAW LIBRARY

Written report noted and filed.

Mr. Beer has moved his office to make space for the overcrowded workroom. The Law Library has moved its WESTLAW terminal into this new space and the staff will be doing the legal research there. Also, there will now be room for the NOTIS equipment when it arrives.

Liner noted that on August 11th she, Mr. Beer and Mary Neubacher will begin work on some of the particulars the people at Wayne State will need to prepare for the catalog module. This module will be the first one in place.

The Board members had further questions concerning the Law Library statistics.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

Jose reported that the Executive Board of OCULS voted to recommend that the union list be integrated into a state-wide automated union list. This list would profile Oakland County as a specific subgroup.

Jose explained that the state list will be made up of many subgroups, each one being allowed to produce its own list of holdings. The Oakland County Subgroup will be part of the state-wide list, but can be profiled so that a printout of just that subgroup can be made. The procedure will be done by OCLC.

Jose distributed a copy of an article from the Oakland Press about the new Orion Twp. Library. She indicated that the library will probably be open closer to the first of the year rather than the fall, as was stated in the article.

G. LIBRARY BOARD ADMINISTRATOR - Beer.

Written report, ALA newsletter synopsis noted and filed.

Beer commented on his office move and said he was working very hard to put things in workable order.

Beer again reminded Board members of the October 5th invitation

to the Annual Event of the Oakland Bar - Adams Pratt Foundation.

5. BILLS

- A. Law Library
- B. Reference Library

Resolution 88-31: Gaylor moved that the bills of the Law and Reference Divisions be paid. Keane seconded. Motion carried.

6. CORRESPONDENCE:

-item a, Letter to Oakland County Library Board from Anne Mathews, Library Programs, U. S. Dept. of Education, indicating they were unable to support the grant application for LSCA Title VI monies. 7-28-88.

-item b, Letter to Library Programs/OERI from Phyllis Jose requesting copies of the reviewer's comments. 8-10-88

-item c, Memo to Oakland County Board of Commissioners from C. Hugh Dohany, Chair, Library Board, inviting--them to attend the Literacy Open House. 8-15-88

7. OLD BUSINESS.

There was no old business.

8. NEW BUSINESS

There was no new business

9. CONFIRMING SEPTEMBER MEETING DATE.

The next meeting of the Oakland County Library Board will be held on September 28, 1988.

10. ADJOURNMENT.

The meeting adjourned at 4:00 p.m.

Respectfully submitted:

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

3.

MINUTES

OAKLAND COUNTY LIBRARY BOARD

September 28, 1988

The meeting was called to order at 3:00 p.m.

1. ROLL CALL.

Board Members Present: The Hon. Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Lillian Russell, Joann Wilcox.

Quorum present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Librarian; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne Oakland Library Federation; Shirley Willing, Institutional Library Technician; Marty Johnson, Administrator's Secretary; Gloria Grady-Mills, State Literacy Coordinator; Mr. Russell, guest.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. INTRODUCTION OF GLORIA GRADY MILLS.

Gloria Grady Mills, State Literacy Coordinator, thanked the Oakland County Library board for inviting her to speak.

Ms. Mills proceeded by giving an update of the Michigan Adult Literacy Initiative. She outlined the status of the five-year program and what was planned for the future. She mentioned various problems and the solutions that were being examined.

Each year, the five-year Initiative has focused on one specific area of the problem of illiteracy. This year, Ms. Mills said, they are targeting Family Learning and Literacy...Make Reading a Family Affair. Ms. Mills indicated that the problem of illiteracy is more than just an educational problem, it is also an economic and social problem that has many ramifications.

The Initiative is now in the fourth year of the five-year plan. People and organizations have been made aware of the problem over the past several years and are now interested in contributing their help. The program has built such momentum that Mills felt sure the efforts would not be discontinued after the fifth year.



Illiteracy is a long term problem, she said.

Ms. Mills then answered questions concerning her specific job, the effort of the Oakland County Literacy Project, program improvement, and funding.

There was a general discussion following Ms. Mills report.

4. APPROVAL OF THE MINUTES.

Resolution 88-32. Wilcox moved that the Minutes of September 28, 1988 be accepted as presented. Keane seconded. Motion carried.

5. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Reports noted and filed.

As of this date, nothing more has been heard from the University of Illinois team. They are reconvening the team to review the comments made by WOLF, and there should be a report by the next meeting of the Library Board.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Reports noted and filed.

Hund distributed a copy of the Subregional Library's "Reader's Handbook". Although they have always sent their new readers information, the staff is pleased now to have a complete handbook. In all of their mailings, Hund said, one of the most important things they tell their patrons is to keep the information by the telephone and not to discard it. Then, if they have any questions, they can always refer to this and call the library.

Hund called attention to the ROUND REVIEW, the Subregional's newsletter which is sent to all their patrons.

Hund stated that on August 16th, Governor Blanchard signed the Bill for State Funding. Since the Subregional will not receive a Grant for Discretionary Funds, Hund said they had "both gained and lost".

C. INSTITUTIONAL LIBRARY TECHNICIAN - Willing.

Report noted and filed.

Willing reported that with the Barton family's generous donation, the jail library was able to purchase approximately

400 books from the Brandeis book sale.

On September 29, Willing and Jose will meet with Lt. Gilbert, who will administer the new addition to the jail. They are hoping to find out where the library is going to be located and how much space it will have so they can begin to make plans.

The Jail Library lost its part-time, non-eligible staff member this month. Jose indicated they would be working with the Personnel Department to see if they could find a replacement soon.

D. LITERACY PROJECT - Weiss.

Report noted and filed.

Weiss talked about Literacy Awareness Month, and displayed two plaques she received from the City of Pontiac...one from Mayor Walter Moore and one from the City Commissioners.

Because it is Literacy Awareness Month, because they are finishing up the LSCA Grant, and because, in September, tutors and students "get back into gear", the Literacy office has been extremely busy this month.

Weiss expressed her appreciation for the publicity the Literacy Project received in the Oakland Press. The article was also picked up by the Associated Press.

The Advisory Council met on September 13th. The Council has worked very hard to develop their priorities of planning and publicity. Weiss said that the Council worked very well together and exhibited much enthusiasm toward funding the Project.

The Literacy Open house was very successful and Weiss thanked those Board members who visited the Project office on the 8th. While there was not a tremendous turnout, Weiss said she felt the Open House went very well. Weiss indicated that they had videotaped the Telephone Tutor in action for any who wanted to view it.

Weiss requested that the Board send a note to Detroit Edison, and Nancy Johnson, thanking them for producing the Newsletter.

Resolution 88-33: Keane moved to send a letter of appreciation to Detroit Edison, and to Nancy Johnson, for their help in producing the Literacy Newsletter. Andrews seconded. Motion carried.

E. Law Library - Liner.

Report noted and filed.

On September 1, Liner and Beer attended the annual CORD Breakfast. They toured the new addition of the Bloomfield Library and examined their new on-line system. Liner said that it was all very impressive.

The Law Library is moving steadily toward its own new system, and the staff is getting very excited about it, Liner said. They are continuing their training sessions at Wayne State University and are preparing for implementation in the near future.

The Board members questioned the statistics report regarding the increase in jail inmate requests for photocopies. It was again explained that the volume of requests fluctuates, depending on the interest and/or types of inmates present in the jail at any given time. It was noted that the numbers of requests are not always consistent.

F. County Librarian - Jose.

Reports noted and filed.

Jose announced that, prior to coming to this meeting, she hired a new school librarian for Children's Village School. Holly Pake will take that position as of October 10. Ms. Pake has over 10 years of experience in librarianship, including the development of her own elementary school library. She has also taught in the Target Schools of New York which are similar, in some ways, to the school at Children's Village. Ms. Pake knows what needs to be done, and Jose is very pleased. Jose thanked the two members of the Michigan Literacy Incorporated Board of Directors, on which Pake served, for telling her of the need.

Jose directed the Board's attention to a poster of Governor Blanchard reading to children. Jose noted that the Governor is very much behind Literacy and Education and continues to support State Aid for Literacy.

G. Library Board Administrator - Beer.

Report and ALA Washington Newsletters noted and filed.

Beer said the Standards for the building project have been approved by the Board of Commissioners. The Computer Center is now being designed.

Discussion of the building project followed Beer's report.

6. Approval of the Bills.

- A. Law Library
- B. Reference Library

Resolution 88-34: Andrews moved that the bills of the Law and Reference Library Divisions be paid. Wilcox seconded. Motion carried.

7. CORRESPONDENCE.

-Letter to Subregional Library Directors & Librarians from James W. Fry, State Librarian re: LSCA discretionary funds. 8-25-88.

-Letter to Leo Dinnan, Director, WOLF, from Charlotte Yaverski, President, P.L.T.A. of O.C. informing him that Robert Justin has been re-elected for a 4-year term representing large-sized public libraries in Oakland County. 8-31-88.

-Memo to Phyllis Jose, County Librarian from Cathy Shallal, Personnel, re: the reclassification of Thomas Sloncz. 9-15-88

8. OLD BUSINESS.

There was no old business.

9. NEW BUSINESS.

There was no new business.

10. CONFIRMING OCTOBER MEETING DATE.

The next meeting of the Oakland County Library Board will be held on October 26, 1988.

11. ADJOURNMENT.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted:

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

October 26, 1988

The meeting was called to order at 3:04 p.m.

1. ROLL CALL.

Board Members Present: The Hon. Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Lillian Russell, Joann Wilcox.

Quorum present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Shirley Willing, Institutional Library Technician; Marty Johnson, Administrator's Secretary; Mr. Russell, guest.

Excused. Carole Hund, Subregional Librarian; Doug Whitaker, WOLF.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

There were no announcements.

No one in the audience wished to be heard.

3. APPROVAL OF THE MINUTES.

The secretary presented corrections to the Minutes of September 28. Item 5C, Paragraph #1 Willing reported that the Barton family generously donated to the jail library 830 books which they had purchased from the AAUW of Birmingham Book sale.

Resolution 88-35: Keane moved that the corrected Minutes be approved. Jensen seconded. Motion carried.

4. A. WAYNE OAKLAND LIBRARY FEDERATION - Whitaker.

Whitaker excused.

Circulation report, Computer News, and conference report noted and filed.

Jose distributed the September Computer News to be included in item 4/A.

Keane questioned the troubled GEAC automated system. Dohany explained that WOLF has been examining the problem, which seems to be one of "overloading" and the need for more upgraded equipment.



A lengthy discussion followed.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Hund excused.

Written report, circulation reports, statistics and news article noted and filed.

Jose noted that Hund was at the Semi-annual meeting of Subregional Librarians in Lansing.

C. INSTITUTIONAL LIBRARY TECHNICIAN - Willing.

Written report noted and filed.

Willing added that they had no further word on their facilities in the new jail.

D. LITERACY PROJECT - Weiss.

Written reports noted and filed.

The Literacy Project received 1300 book marks from the Department of Education for placement in the 13 Secretary of State offices throughout the County.

Because the book marks had to be distributed throughout the state, they did not contain local information. Therefore, in the future, Weiss would like to have them printed with the phone number of the Oakland office, and with information specific to the OC Literacy Project. The managers of the Secretary of State offices said they would make the information available to those who needed to take oral drivers tests.

Jose indicated the summary and budget sheets for the LSCA Title VI Grant. Weiss said they had not made major revisions, but added some statistical information and changed wording and put emphasis on the connection to libraries.

Congressman Robert Carr is writing a letter of support, as are others.

Resolution 88-36: Andrews moved the Board approve the application for \$25,000 under the LSCA Title VI Grant. Wilcox seconded. Motion carried.

Weiss noted the Letter of Intent submitted to the K-Mart Foundation for an Intergenerational Literacy Program, and discussed the project briefly.

E. LAW LIBRARY - Liner.

Written report noted and filed.

Liner added that the library had received more equipment for the computer and stated that the wiring will be completed when all of the equipment is in place.

Liner said that the Epson Computer now replaces the WALT II and the LEXIS. Beer explained that the County had a contract with the company and now that we are no longer using the equipment, we will no longer have to pay the lease cost. The Board again discussed inmate copying and the Commissary Fund.

Liner noted that the library now has new out of state statutes on-line. Also, Michigan Legislative Service is now on WESTLAW, which means a patron can now find out the status of particular legislation.

Keane asked for an up-date on the Telefax situation. Beer stated that the problem was being presented to the O. C. Bar Association on November 2 for consideration. The Oakland Bar office wants to bring a person in to help with the service. The library will only provide the delivery of a document, and will not do research.

Dohany asked that the Agreement be brought to the next Board meeting for review.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report, statistics, articles, MLA information noted and filed.

Work on the 8th edition of the Oakland County Union List of Serials is proceeding. It will be produced using the existing format; the new format will be used on the 9th edition. Depending on the cost, there will be a paper product given to each member library. Jose will be sending a letter to participating libraries to explain what will happen with the Union List.

Jose will be attending the GEAC Project Managers meeting on October 27.

G. LIBRARY BOARD ADMINISTRATOR - Beer.

Written report noted and filed.

Beer is anticipating the wiring for the new computer equipment. The staff will be going to Wayne State University for training.

The Foundation Annual Dinner was a very successful affair.

Beer expressed the hope that all Board members attending had a good time. He commended Gaylor for his part in making it a success.

The building plans for the new library facility are in the hands of the architect. Jensen said the report still has to come back to the Board of Commissioners, and hoped something would be forthcoming by the beginning of 1989.

5. APPROVAL OF THE BILLS.

- A. Law Library
- B. Reference Library

Resolution 88-37: Russell moved that the bills of the Law and Reference Library Divisions be paid. Keane seconded. Motion carried.

6. CORRESPONDENCE.

-Letter from James W. Fry, State Librarian commending Cathy Weiss on the Literacy Project. 9-26-88.

-Memo to Phyllis Jose, County Librarian, from Beverly Papai, Director, Farmington Community Library, re: proposed Subregional Combined Budget for '88-'89. 10-11-88.

7. OLD BUSINESS.

There was no old business.

8. NEW BUSINESS.

There was no new business.

9. CONFIRMING NOVEMBER MEETING DATE.

The next meeting of the Oakland County Library Board will be held on November 23, 1988.

10. ADJOURNMENT.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted:

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

November 23, 1988

The meeting was called to order at 3:05 p.m.

1. ROLL CALL.

Board Members Present: The Hon. Steven Andrews, C. Hugh Dohany, Robert Gaylor, Donald W. Jensen, Dr. William Keane, Joann Wilcox.

Board Member excused: Lillian Russell.

Quorum present.

Also in attendance: Richard L. Beer, Library Board Administrator; Phyllis Jose, County Librarian; Carole Hund, Subregional Librarian; Charlotte Liner, Law Library; Cathy Weiss, Literacy Project; Doug Whitaker, Wayne Oakland Library Federation; Shirley Willing, Institutional Library Technician.

Excused: Marty Johnson, Administrator's Secretary.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

Dohany noted that the Oakland County Bar Association/Oakland County Library Telefax Agreement would be discussed under item 4-E.

No one in the audience wished to be heard.

3. APPROVAL OF THE MINUTES.

Resolution 88-38: Wilcox moved that the Minutes of October 26, 1988, be approved. Andrews seconded. Motion carried.

Referring to her October 26 report, Liner noted that the On-Line Legislative Service offered by WESTLAW was not as good a tool as had been expected, and that what was physically in the library was of more use to patrons. The HANNAH System, however, which is used by both patrons and County employees, is good because it allows the tracking of bills, the status reports, and retrieval of legislative history analysis.

4. REPORTS TO THE BOARD.

A. WAYNE-OAKLAND LIBRARY FEDERATION - Whitaker.

Circulation reports noted and filed. WOLF COMPUTER NEWS was

distributed to the Board members.

The Board members questioned Whitaker on the status of the GEAC System, specifically, the complaints received about "down-time". Whitaker answered that the problem was discussed in depth at the WOLF Quarterly meeting. The "down-time" occurred in July and August, primarily because of time voluntarily taken to install some "fixes" into the system for more reliability. Because of these "fixes", the System was up to 93% time in October, and November is expected to be better.

Whitaker explained that they have a sophisticated, high-capacity system, but it is beyond capacity. The money is already there for upgrading the equipment to the 9000 Model. WOLF anticipates the upgrade will be implemented by the end of March and will be installed "side by side" with existing equipment for the convenience of the users. The 9000 Model is a multi-capacity computer with the ultimate capacity of 64 processes.

At the October WOLF Board meeting, Dohany was elected to his 11th consecutive term as Treasurer. Mark Wollenweber was elected Chairman and James Gillig, Vice Chairman.

Whitaker reported that Oak Park and Wixom libraries went live on GEAC in November.

B. SUBREGIONAL LIBRARIAN'S REPORT - Hund.

Written report noted and filed.

Hund described the Kurzwell reading machine exhibited at the MLA Conference. This machine uses artificial intelligence to scan printed text and read it out loud in a synthesized voice. Hund said that 10 years ago the Kurzwell cost approximately \$30,000, and there was a time these machines could be obtained through the grant process. The Subregional Library applied for a grant at that time but didn't succeed in getting a Kurzwell. The cost has come down now to about \$6,000. Basically, the Kurzwell can scan any book, magazine or typed letter and reads it back. If it becomes affordable, it is conceivable that most blind citizens would have one, and certainly every public library should have one. The technology is there, Hund said. She also thought it would be a good investment for the new library facility. During Blind Awareness Month in October of '89, the Subregional is hoping to have some displays at their open house.

Hund discussed the Pre-retirement seminar held at her library on October 31. Twenty five people attended the small group seminar at which several resource authorities talked on various topics. The last part of the five-part seminar will be held on



the 28th and will cover the topic of Health. Although it is unusual for a library to be giving this type of seminar, Hund felt it was very important to offer it to the community.

C. INSTITUTIONAL LIBRARY TECHNICIAN'S REPORT - Willing.

Written report noted and filed.

A part-time Co-op student has been hired, and will start to work at the Jail Library early in December.

Willing said there was nothing substantial to report on the new jail. Jose discussed staffing and book monies for the new addition.

The Commissary Fund was discussed.

D. LITERACY PROJECT - Weiss.

Written report noted and filed.

Jose distributed the Title I Grant proposal to the Board members.

Weiss reported they had received letters of support from fifteen public libraries, as well as letters from Carr, Kildee, Broomfield and Levin, in support of the LSCA Title VI Grant.

Weiss made a correction to her written report. The item, Proposals Submitted and Pending: LSCA Title I Grant is for '88-'89, and if received, would be retroactive to October 3, 1988.

The Board discussed the LSCA Title I proposal which must be submitted to the Library of Michigan by December 19. If received, the money would be used for training and support of tutors, increasing the literacy collection, and providing workshops that would involve students actively in the literacy programs.

Resolution 88-39: Gaylor moved to submit the Title I Grant request. Keane seconded. Motion carried.

Weiss read a Thanksgiving letter received from one of the tutors. The letter included a check for \$25 from a student in appreciation of the program. It was the first check the student had ever written.

Jose discussed the letters (items 6-A & B) written by Representative Bob Carr and Barbara Humes, Program Officer of the LSCA Title VI, as well as her phone conversation with Humes in regard to the funding review. Jose explained that in

rewriting the Grant Proposal, the fact will be emphasized that public libraries benefit from the project and that the Oakland County Library Board is actively involved in the operation.

E. LAW LIBRARY - Liner.

Written report noted and filed.

Liner reported that the additional shelving has arrived and is due to be installed the week of the 27th. As soon as the shelves are up, the Law Library staff will begin to move the books onto them.

The hardware for the NOTIS computer system has been received.

The minutes of the last meeting indicated that the Law Library would have a report on the OCBA/Law Library Telefax Agreement. Beer reported that Kathy Sirovey of the Bar Association, Dohany and Beer met on the 21st to review the situation. The Bar Association intends to hire a person to work 20 hours/week, from 10:00 am to 2:00 p.m. daily, to relieve the library staff of Telefax duties. The service will be reviewed each month.

At this time, the Bar Association is preparing a directory of Fax users to be sent to all the law firms in the county. To generate additional interest in this service, literature on the Telefax service will be included in the mailing.

F. COUNTY LIBRARIAN'S REPORT - Jose.

Written report noted and filed.

The Children's Village librarian, Holly Pake, is planning to report to the Library Board at the December meeting. After that, she will be giving a quarterly report.

The Board discussed the security at Children's Village School.

Jose reported that they are attempting to get Title I grants for both the Children's Village and for the Jail Addition. These will come under the program for small, rural library development.

Resolution 88-40: Keane moved to apply for LSCA Title I Grant in the amount of \$5,000 for Children's Village Library Services. Jensen seconded. Motion carried.

Resolution 88-41: Andrews moved to apply for LSCA Title I Grant in the amount of \$5,000 for the library in the Jail Addition. Wilcox seconded. Motion carried.

The Board discussed the fact that the two proposals will be competitive.

G. LIBRARY BOARD ADMINISTRATOR'S REPORT - Beer.

Written report, ALA Washington Newsletter synopsis, noted and filed.

Corrections were made in the spelling of the PHINet System and in the publisher's name.

Referring to the ALA Washington Newsletter synopsis, Keane questioned the paragraph concerning "Privacy in Libraries". There was a brief discussion.

5. APPROVAL OF BILLS.

- A. Law Library
- B. Reference Library

Resolution 88-42; Wilcox moved that the bills of the Law and Reference Library be paid. Gaylor seconded. Motion carried.

6. CORRESPONDENCE.

-Item addition: Letter from Clara N. Bohrer, Past-President of the Michigan Library Association, commending Phyllis Jose on her contribution during the past year. 11-11-88.

Dohany will forward a copy of Bohrer's letter to the Board of Commissioners.

-Item A: Letter to Barbara Humes, LSCA Title VI Program Officer, from Congressman Robert Carr expressing his concern over the decision-making process of the Grant program. 10-28-88.

-Item B: Letter from Barbara Humes to Robert Carr in answer to above. 11-8-88.

7. OLD BUSINESS.

There was no old business.

8. NEW BUSINESS.

There was no new business.

9. CONFIRMING DECEMBER MEETING DATE.

The next meeting of the Oakland County Library Board will be held on December 21, 1988.

10. ADJOURNMENT.

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

Respectfully submitted:

C. Hugh Dohany, Chairperson

Robert Gaylor, Secretary