



2002

**Oakland County
Library Board
Minutes**

Book 1 of 2

MINUTES

OAKLAND COUNTY LIBRARY BOARD

November 28, 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, John Chambers, Donald Jensen, Dr. James Redmond, Shelley Taub, Robert Tera.

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

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None

3. APPROVAL OF THE MINUTES.

Resolution #01-58: Taub moved to approve the minutes of the October 24, 2001 meeting. Jensen seconded. Motion carried.

4. OLD BUSINESS.

A. Personnel Update

Gary Vaught has completed interviews in the Law Library. He has drafted the new job descriptions and employees have until December 5, 2001 to return them.

B. 509a3 Organization

Resolution #01-59: Taub moved to approve the creation of a Board of Directors for the 509a3 Organization which will be called the "Oakland County Library Foundation". There will be nine (9) members of the Board of Directors - this will include the 7 members of the Oakland County Library Board as well as a representative from the County Treasurer's Office and the County Executive's Office. Board members will receive no compensation. Directors may make contributions to the Foundation. The Director of Library Services will serve as the Resident Agent. The Foundation will support projects that enhance the services provided by the units of the Oakland County Library. Gaylor seconded. Motion carried.

5. NEW BUSINESS.

None.

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #01-60: Tera moved to approve the November financial statements. Chambers seconded. Motion carried.

7. **REPORTS TO THE BOARD.**

A. Oakland Literacy Council - Weiss

Written report noted and filed.

The Council submitted an application for a grant of \$100,000 to United Way Community Services to complete the work of a county-wide literacy summit; 19 tutors completed training on November 15; preliminary figures indicate that the Ex Libris dinner raised \$15,000; the Friends Holiday solicitation has raised over \$3,000; a Power Point presentation has been developed for use in the training program; the Friends will be wrapping books and other items at the Borders' Southfield store at the end of December.

B. Library Services - Jose

Written report noted and filed.

Taub reported on her discussion with Dave Ross regarding the availability of parts that would make it easier to open the glass entrance doors. The estimated cost was approximately \$2,000. Discussion followed.

Resolution# 01-61: Redmond moved to appropriate up to \$2,000 from the Library Board's funds for the purchase of parts for the glass entrance doors, with the request that the Library Board be reimbursed by the County as part of the next fiscal year budget. Chambers seconded. Motion carried.

Following up on the purchase of the microfilm, Gaylor asked Jose to investigate whether an index to the *Pontiac Press/Oakland Press* is available. A press release on the microfilm purchase was included in the packet. The Board also reviewed the document, "A Presentation on Literacy and its Impact on Employment" prepared by John Almstadt for the Literacy Council Retreat.

GUEST

Jean Marie Hansen, an attorney in private practice, asked to address the Board. She noted the help she has received from Law Library staff members, and wanted to provide some assistance in helping the Law Library staff be recognized for their efforts. She questioned if they were receiving adequate compensation for their level of expertise. The Board asked Ms. Hansen to submit written comments to Jose that could be presented to Personnel as part of the current study. Board members expressed their appreciation to Ms. Hansen for taking the time to attend the meeting.

8. **TLN INFORMATION**

Written information noted and filed.

9. **CORRESPONDENCE**

- November 16, 2001 e-mail from A. Michael Deller forwarding a letter from State Librarian Christie Brandau on the impact of the budget reductions on Michigan's libraries.
- October 2001 article from *Governing* magazine, "Branching Out"

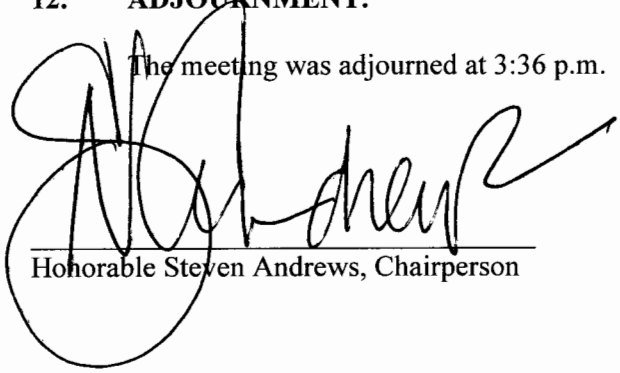
10. CONFIRM NEXT MEETING DATE

Resolution# 01-62: Redmond moved to cancel the December 19, 2001 Board meeting. Jensen seconded. Motion carried.

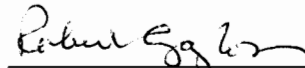
The next regular meeting of the Library Board will be on **January 23, 2002** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

12. ADJOURNMENT.

The meeting was adjourned at 3:36 p.m.

A large, stylized handwritten signature in black ink, appearing to read "S. Andrews". The signature is written over a horizontal line.

Honorable Steven Andrews, Chairperson

A handwritten signature in black ink, appearing to read "Robert Gaylor". The signature is written over a horizontal line.

Robert Gaylor, Secretary

MINUTES

**OAKLAND COUNTY LIBRARY BOARD
January 23, 2002**

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, Shelley Taub, Robert Tera.

Board Members Excused: John Chambers, Don Jensen, Dr. James Redmond.

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

Guest: Gary Vaught, Personnel Department.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None

3. APPROVAL OF THE MINUTES.

Resolution #02-01: Tera moved to approve the minutes of the November 28, 2001 meeting. Taub seconded. Motion carried.

4. OLD BUSINESS.

A. Personnel Study Update

Gary Vaught reviewed the activities conducted as part of the study. Personnel's goal is to present their recommendations on the Library Study at the February 27, 2002 Library Board meeting.

B. 509a3 Organization

Resolution #02-02: Tera moved to adopt the documentation for the 509a3 Organization and that the Board proceed with the final copies for signature. Gaylor seconded. Motion carried.

5. NEW BUSINESS.

A. Election of Officers

This item was postponed until the February meeting.

B. 2002 Meeting Dates

Resolution # 02-03: Taub moved to change the proposed date of the December Board meeting from December 18, 2002 to December 11, 2002. Tera seconded. Motion carried.

Resolution # 02-04: Gaylor moved to accept the proposed 2002 Meeting Dates as amended. Taub seconded. Motion carried.

C. MLA/Legislation – Ballot & Information

Resolution # 02-05: Gaylor moved to support the Michigan Library Association Legislation Agenda as proposed. Taub seconded. Motion carried.

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #02-06: Gaylor moved to approve the December financial statements. Taub seconded. Motion carried.

Resolution #02-07: Gaylor moved to approve the January financial statements. Taub seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. Oakland Literacy Council - Weiss

Written report noted and filed.

Twenty four people will finish training in Waterford in January; Deborah Drys, Student Service Coordinator, is leaving the Council; the first Point of Entry - “Literacy 101” tour was held the week of January 14 and generated a positive response; Holiday mailing donations total is \$9475.00; the Council will investigate the possibility of securing recycled government equipment to use with students.

B. Library Services - Jose

Written report noted and filed.

Glass Doors/Discussion with Gary Vaught:

Vaught indicated that he had tried out the Research Library doors following the installation of the new equipment. He was pleased overall with the amount of time the doors stayed open but again voiced concern at the difficulty of opening the doors initially. Andrews asked Jose to contact Dave Ross to request the installation of automatic door openers, indicating that the Board is willing to contribute some of the funding.

Other items:

Doug Williams and Pat Dohany have agreed to serve on the 509a3 Board; Oakland Schools will serve as the viewing site for the teleconference “Virtual Reference Services” on February 8 and April 19, the teleconference is being sponsored by the Library Board; the LSTA grant request for the ELLIS software program of \$50,705.00 has been approved, pending receipt of the monies from the Federal government; Lexis is withdrawing the “Shepards Public Access Program” at the end of January; Marti Custer has been appointed the new Director of the Baldwin Public Library in Birmingham; the new Library server is being programmed and installation should be complete by the end of February; books missing from one of the Jail Library satellite collections are back on the shelf.

8. TLN INFORMATION

Written information noted and filed.

A. Nomination for TLN Board

Bob Tera agreed to be the Library Board's nominee for the SAS Representative position on the TLN Board.

9. CORRESPONDENCE

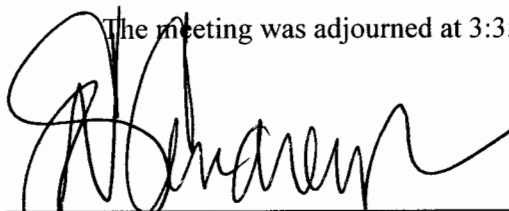
- ▶ December 3, 2001 letter from Christie Brandau, State Librarian, on the LSTA grant proposal being selected for funding
- ▶ December 13, 2001 letter from Bruce A. Mayerle, Attorney, on the compensation level of the staff of the Oakland County Law Library
- ▶ December 19, 2001 letter from Dianne Zyskowski, Law Library Supervisor, thanking the Oakland County Bar Foundation for their continued support of Law Library
- ▶ January 2, 2002 letter from A. Michael Deller, Director/TLN to Fred Martin, President/Detroit Public Library Commission concerning the recent budgetary reductions faced by the Library
- ▶ January 4, 2002 letter from Elaine Bezas, Attorney, thanking the Oakland County Law Library staff for their outstanding assistance
- ▶ January 11, 2002 e-mail on the White House/Laura Bush proposal to spend \$10 million to address the nation's critical shortage of librarians.
- ▶ January 11, 2002 letter from Gloria J. Boddy, Director/OU Legal Assistant Program on the qualifications for the Oakland County Law Library staff.

10. CONFIRM NEXT MEETING DATE

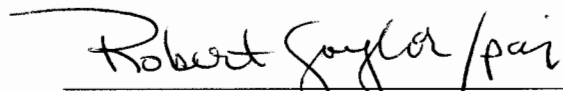
The next regular meeting of the Library Board will be on **February 27, 2002** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

12. ADJOURNMENT.

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



Honorable Steven Andrews, Chairperson



Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

February 27, 2002

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

1. ROLL CALL.

Board Members Present: Steven Andrews, Don Jensen, Shelley Taub, Robert Tera,

Board Members Excused: Robert Gaylor, John Chambers, Dr. James Redmond.

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

Guests: Nancy Scarlet and Lois Koeber, Personnel Department.

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None

3. APPROVAL OF THE MINUTES.

Resolution #02-08: Tera moved to approve the minutes of the January 23, 2002 meeting. Taub seconded. Motion carried.

4. OLD BUSINESS.

A. Personnel Study – Scarlet/Koeber

Personnel recommends the creation of three new classifications for the Law Library with increases in salary grade placement for all three positions. The Library Board concurred with this recommendation and requested that Personnel proceed with the implementation process.

On the supervisory responsibility of the LVPI and Research Library, Personnel concurs that the scope of duties assigned to this position is too broad and does not provide the supervisor with the opportunity to fully manage either library. Discussion followed on possible options to address this issue. Andrews suggested the possibility of combining supervisory responsibilities of the Research Library and Jail Library. Personnel asked that a proposal be submitted for their consideration.

Additionally, in conjunction with the comments from Personnel, the Library Board discussed the need to re-focus and re-define the mission and services of the Research Library.

B. 509a3 Organization

The first meeting of the Oakland County Library Foundation Board will be held on March 20, 2002, at 4:00pm in the Library Board Room.

5. NEW BUSINESS.

A. Election of Officers

Resolution #02-09: Tera moved to re-elect Andrews as Chairperson and Gaylor as Secretary for 2002. Taub seconded. Motion carried.

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #02-10: Tera moved to approve the February financial statements. Taub seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. Oakland Literacy Council - Weiss

Written report noted and filed.

The grant application for \$100,000 to United Way Community Services was not approved for funding; Bob Bechler has assumed the position of Student Assessment Coordinator; March tutor training was cancelled due to low registration; the Council held four Point of Entry (POE)/Literacy 101 presentations, three more are scheduled in March and three more in April; \$5,000 was received from the Scripps Howard Foundation, the grant was submitted by WXYZ-TV/Channel 7; Michelle Engler may be the keynote speaker at a Literacy Summit to be held in October, 2002.

B. Library Services - Jose

Written report noted and filed.

Bob Larkin of Facilities Management will proceed with the purchase and installation of the power door openers. The Law Library would like to offer the service of notarizing documents for patrons coming into the library. Andrews requested a letter from Corporation Council to clarify there is no conflict of interest or liability issues. Jose advised the Board of the increased amount of penal fines collected this year.

Resolution #02-11: Jensen moved to approve an expenditure from the County Library Reserve Fund to underwrite the cost of sending Linda Sutton to the Annual Interagency Depository Seminar in Washington, DC, the amount not to exceed \$1900.00. Taub seconded. Motion carried.

8. TLN INFORMATION

Written information noted and filed.

9. CORRESPONDENCE

- February 2002 letter from Mary Billecke thanking Dave Conklin for his assistance with her class interview project at WSU
- February 4, 2002 e-mail on President Bush's budget recommendations for increased spending for library programs.
- February 2002 Honda ad on "The automotive equivalent of a hot librarian"

10. CONFIRM NEXT MEETING DATE

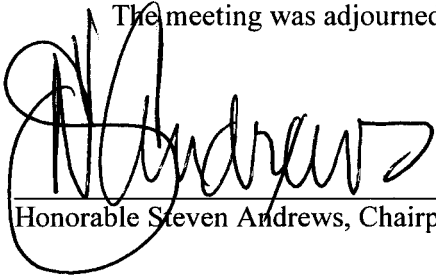
Resolution #02-12: Tera moved to change the March Library Board meeting date from March 27, 2002 to March 20, 2002. Jensen seconded. Motion carried.

The next regular meeting of the Library Board will be on March 20, 2002 at 3:00 p.m., in the Library

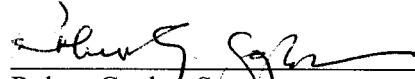
Board Room/Second Floor/West Wing Extension.

11. **ADJOURNMENT.**

The meeting was adjourned at 3:51 p.m.



Honorable Steven Andrews, Chairperson



Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

March 6, 2002

The special meeting of the Oakland County Library Board was called to order at 3:03p.m.

1. ROLL CALL.

Board Members Present: Steven Andrews, Robert Gaylor, Don Jensen, Dr. James Redmond, Shelley Taub, Robert Tera

Board Members Excused: John Chambers

Also in Attendance: Phyllis Jose, Director of Library Services; Betty Ramey, LVPI-Research Library Supervisor; Dave Conklin, Jail Library Supervisor; Sherry Hakim, Library Administrative Assistant; LVPI staff members: Stacy Boucher-Tabor, Patricia Shafer, Kelly Armata

Guests: Dave Ross and Bob Larkin from Facilities Management; Kevin Oeffner, Court Administration

2. New Business

A. Proposed Relocation of the LVPI

The addition of two new Circuit Court judges requires the library to vacate one of its current locations on the first floor and relocate that unit to the ground floor/basement.

Original suggestion from Facilities Management is to move the LVPI to the ground floor. This is based on the amount of traffic and the ability to use high-density shelving for the collection.

The Library Board members, Jose and Ramey voiced concern over this suggestion, indicating that it would put an additional obstacle in the ability of LVPI patrons to access that facility.

The Library Board offered the alternative solution of moving the Research Library to the ground floor and the LVPI to the current location of the Research Library on the 1st floor.

Facilities Management agreed to proceed with the Library Board's suggestion and begin the implementation process. Recommendations will go to the Board of Commissioners/Planning & Building Committee.

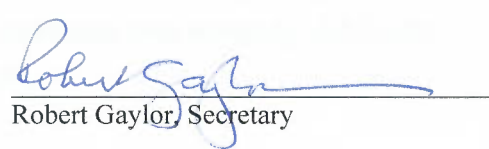
Resolution # 02-13: Moved by Redmond that while the Library Board is concerned about the relocation of any of its units, it does acknowledge the additional space needed for the two new judges and accepts relocating the Research Library to the ground floor of the West Wing Extension. This will allow the Library for the Visually and Physically Impaired (LVPI) to remain on the first floor of the facility. Seconded by Taub. Motion carried.

Discussion followed on the plans for future locations of the library units. If a new addition to the Courthouse is built, it is possible that the Library units will be relocated back to their current space. Understanding it is possible that additional Circuit Court judges will be added, if no additional construction is done then possibly the LVPI and Research Library could be moved to the renovated Oakland Schools building which the County recently purchased.

3. ADJOURNMENT.

The meeting was adjourned at 3:39 p.m.


Honorable Steven Andrews, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

March 20, 2002

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

1. ROLL CALL.

Board Members Present: Steven Andrews, Robert Gaylor, John Chambers, Don Jensen, Dr. James Redmond, Robert Tera.

Board Members Excused: Shelley Taub.

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

2. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None

3. APPROVAL OF THE MINUTES.

Resolution #02-14: Tera moved to approve the minutes of the February 27, 2002 meeting. Jensen seconded. Motion carried.

Resolution #02-15: Jensen moved to approve the minutes of the March 6, 2002 meeting. Tera seconded. Motion carried.

4. OLD BUSINESS.

Personnel Study

Resolution #02-16: Jensen moved that the Library Board does not concur with the Personnel Department's recommendation that the Director-Library Services' time be reallocated to cover the supervision of the Research Library and that the Board formally requests that a combined Research Library/Jail Library supervisory position be established. Tera seconded. Motion carried.

5. NEW BUSINESS.

None

6. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #02-17: Redmond moved to approve the March financial statements. Chambers seconded. Motion carried.

7. REPORTS TO THE BOARD.

A. Oakland Literacy Council - Weiss

Written report noted and filed.

There were 20 people at the Breakfast Club for tutors on March 17; April training is full and will be held as scheduled; Mailing for the spring fundraiser "Stay At Home Tea" will be on April 4; Ex Libris dinner will be in October; the International Lunch will be on April 25; the Recognition Event will be on May 23 at the First Methodist Church of Birmingham. Attachments distributed included sources of new tutors and students; as well as tutor comments from the semi-annual reports.

B. Library Services - Jose

Written report noted and filed.

Bob Larkin from Facilities Management will begin drawing up suggested floor plans for the Research Library; the new server should be installed shortly - it will be housed in the Law Library and will not need to be relocated as part of the move; Law Library staff have been trained in WestLaw; \$5,000 from the estate of Adelaide Adams was left to the Law Library - in care of the Oakland County Bar Foundation.

Personnel Issues: The necessary paperwork for Dave Conklin's job audit has been turned in to Personnel. A review of the increased job factor ratings from the Law Library positions raises the issue of equity with other positions in these classifications in the Library. Specifically job audits should be considered for the Library Supervisor and Library Technical Support Specialist in the Research Library.

Resolution #02-18: Gaylor moved to approve a job audit request for the Library Technical Support Specialist/Research Library Renae Keeler. Chambers seconded. Motion carried.

Action on the job audit request for the Library Supervisor was deferred until the April meeting.

Discussion followed on the responsibilities of the Director-Library Services and the need to work with numerous library groups in the County and State. The Board agreed that the Director is responsible to the Library Board and allocates work time based on direction from the Board

Resolution #02-19: Chambers moved that to address the issue of time allocation, the Board directs the Director-Library Sciences to provide a quarterly report of the time spent outside the office. Tera seconded. Motion carried.

8. TLN INFORMATION

Because of earlier meeting date no information from TLN was included.

9. CORRESPONDENCE

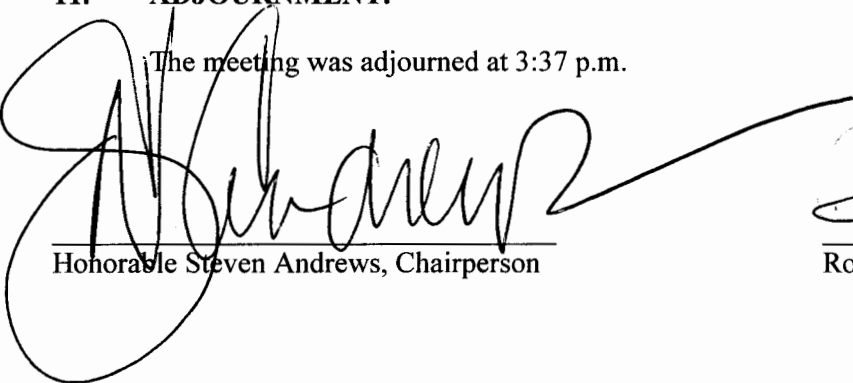
- February 2002 article from *Access* on the Research Library announcing the availability of the *Pontiac Press/Oakland Press* on microfilm.
- March 3, 2002 article from the *Detroit News* on Bookshare.org, an online book service for the blind.
- March 13, 2002 on-line article from the *Detroit Free Press* - *Brian Dickerson: Library just a free mouse click away*
- *2002 American Library Association's Notable Books*

10. CONFIRM NEXT MEETING DATE

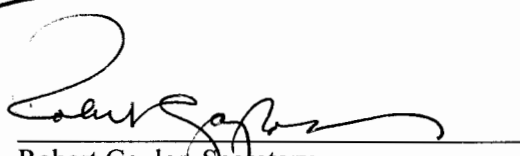
The next regular meeting of the Library Board will be on April 24, 2002 at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. ADJOURNMENT.

The meeting was adjourned at 3:37 p.m.

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Honorable Steven Andrews, Chairperson

A smaller, stylized handwritten signature in black ink, appearing to read 'Robert Gaylor', written over a horizontal line.

Robert Gaylor, Secretary