



**2004**

**Oakland County  
Library Board  
Minutes**

**Book 2 of 2**

**MINUTES**

**OAKLAND COUNTY LIBRARY BOARD**

**May 26, 2004**

**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, John Chambers, John Scott, Bob Tera, Don Jensen, William Keane

Also in Attendance: Laura Mancini, Director-Library Services; Sherry Hakim, Library Administrative Assistant

Excused: Robert Gaylor, Cathy Weiss

Guest: Sara Lajavic, Eblind Director

**2. APPROVAL OF THE AGENDA.**

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

None

**4. APPROVAL OF MINUTES**

**Resolution #04-22:** Tera moved to approve the minutes of the April 28, 2004 meeting. Chambers seconded. Motion carried.

**5. OLD BUSINESS.**

**A. Research Library Mission Development**

Mancini and David Conklin will make a presentation on the Library Directors Survey to the Board for their consideration at the July meeting.

**6. NEW BUSINESS.**

**A. Eblind-Sara Lajavic**

The new Director of Eblind, Sara Lajavic, was introduced to the Library Board and gave a brief description of the services that Eblind provides.

## **B. LVPI Programming**

**Resolution #04-23:** Tera moved to have Mancini plan a party to commemorate the 30<sup>th</sup> anniversary of the Oakland County Library for the Visually and Physically Impaired. The party will take place on September 28, 2004. Jensen seconded. Motion carried.

## **7. APPROVAL OF FINANCIAL STATEMENTS.**

**Resolution #04-24:** Keane moved to approve the April 2004 financial statement. Chambers seconded. Motion carried.

## **8. REPORTS TO THE BOARD.**

### **A. Oakland Literacy Council**

Written report noted and filed.

**Resolution#04-25:** Scott moved to accept Cathy Weiss's report. Tera seconded. Motion carried.

### **B. Library Services-Mancini**

Written report noted and filed.

- Mancini recognized the efforts of Renae Keeler-Research Library staff member, for all her hard work in the loading and testing of the new software on all of the new computers
- Anna Marie Neil was hired to fill the Library Tech position in the Law Library
- Catherine Sheap was hired to fill the student position in the Law Library
- Mancini will attend the 2004 Special Libraries Association conference in Nashville
- The Oakland County Bar Foundation raised just under \$80,000 from their April fundraiser, two thirds of which are designated for the OCBA sponsored activities
- The Jail Library received over 400 donated books from the Birmingham Unitarian Church and the Rochester Public Library
- The Research Library migrated to its new online catalog system, Unicorn, with the rest of the TLN network
- LVPI staff members: David Conklin, Kelly Armata and Stacy Boucher-Tabor attended the Visions 2004 Expo in Washtenaw County
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## **9. Correspondence**

- Oakland County Library Usage Statistic Report – April 2004
- May 2004 letter from attorney Richard J. Frances to Laura Mancini-Director of Library Services, thanking the staff for their help in his research
- May 4, 2004 e-mail from Ed Spilker, to Kelly Armata-LVPI staff member, thanking her for the fine service she gave his mother
- May 26, 2004 article on the appointment of Vickie Markavitch as the new superintendent of Oakland Schools

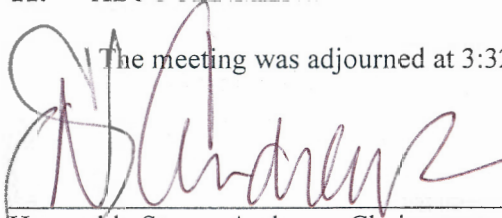
- Oakland County Library Services Directors Questionnaire Results

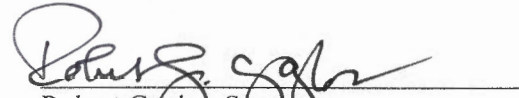
**10. CONFIRM NEXT MEETING DATE**

The next regular meeting of the Library Board will be on **June 23, 2004** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**11. ADJOURNMENT**

The meeting was adjourned at 3:32 p.m.

  
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Honorable Steven Andrews, Chairperson

  
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Robert Gaylon, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

June 23, 2004

The Executive Session of the Oakland County Library Board was called to order at 3:00 p.m. and adjourned at 3:45 p.m.

The regular meeting of the Oakland County Library Board was called to order at 3:50 p.m.

1. ROLL CALL.

Board Members Present: Steven Andrews, John Scott, Bob Tera, Don Jensen, William Keane

Also in Attendance: Laura Mancini, Director-Library Services; Cathryn Weiss, Director-Oakland Literacy Council

Excused: Robert Gaylor, John Chambers

2. APPROVAL OF THE AGENDA.

3. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None

4. APPROVAL OF MINUTES

Resolution #04-26: Tera moved to approve the minutes of the May 26, 2004 meeting. Keane seconded. Motion carried.

5. OLD BUSINESS.

A. LVPI Anniversary Party Proposal

Resolution #04-27: Tera moved to approve the program for the LVPI 30<sup>th</sup> Anniversary Reception on Tuesday, September 28th. Keane seconded. Motion carried.

6. NEW BUSINESS.

A. LVPI Gift Fund Purchase Request

Resolution # 04-28: Keane moved to authorized the purchase of the Microsoft SQL software for the LVPI computer system from its gift fund with a cost not to exceed \$1,800.00. Scott seconded. Motion carried.

B. ESP Proposal

**Resolution # 04-29:** Tera moved to approve the Law Library's participation in the Employee Suggestion Program regarding the disposition of outdated law library books. Scott seconded. Motion carried.

7. **APPROVAL OF FINANCIAL STATEMENTS.**

**Resolution #04-30:** Tera moved to approve the May 2004 financial statement. Scott seconded. Motion carried.

8. **REPORTS TO THE BOARD.**

A. **Oakland Literacy Council**

Written report noted and filed.

- The Council's annual recognition event "Applause Applause" was held on May 26
- Weiss and board member MaryAnne Thorndycraft attended Michigan Literacy Inc.'s annual meeting
- Weiss and three board members met to develop the Council's 2004-2005 budget and estimated revenue
- Weiss was part of a panel on Libraries and Literacy for the Michigan Library Association's Services to Special Populations Roundtable
- The Council welcomed Terrance Bryant to their staff as a clerical support member

B. **Library Services-Mancini**

Written report noted and filed.

- Mancini recognized the efforts of Patti Shafer-LVPI staff member, on her outstanding service to the patrons of the LVPI
- Anna-Marie Neil was hired to fill the vacant Library Tech position in the Law Library
- Aaron Snover assumed the student vacancy in the Law Library
- Michelle Ruggirello assumed the summer clerical position in the Research Library
- Mancini attended the annual Special Libraries Association Conference in Nashville, Tennessee
- The Law Library has concluded its Westlaw training for the summer
- Dianne Zyskowski attended the annual MichALL conference
- Jail Library Staff will be working on three summer projects as part of a team building program
- The LVPI will host its first Braille Open House on June 29, 2004 in conjunction with the Michigan Commission for the Blind
- Mancini and Conklin will make a presentation to the Board at its July meeting, outlining possible future directions for the Research Library
- Dr. William Keane will return to his position at Oakland University. The Library Board will welcome its newest member, Dr. Vickie Markavitch, the new superintendent of Oakland Schools at its July meeting.

## 9. Correspondence

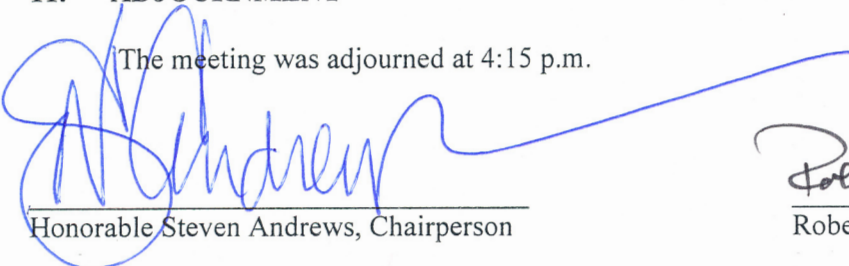
- Oakland County Library Usage Statistic Report – May 2004
- Flier for a *Braille Open House*, hosted by the Oakland County Library for the Visually and Physically Impaired and the Michigan Commission for the Blind on June 29, 2004
- The Oakland County LVPI eligible population estimates
- May 26, 2004 article in the Oakland Press on Dr. Vickie Markavitch, the new superintendent of Oakland Schools and Oakland County Library Board member
- May 28, 2004 letter to Dianne Zyskowski, Supervisor-Oakland County Law Library from Kristen Bennett, Coordinator of Continuing Legal Education-OCBA thanking Zyskowski for her participation in Seniors' Law Day on May 18, 2004
- Report on Library Use in Oakland County
- May 2004 article in Library Journal on Libraries and Generation Y

## 10. CONFIRM NEXT MEETING DATE

The next regular meeting of the Library Board will be on **July 28, 2004** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

## 11. ADJOURNMENT

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

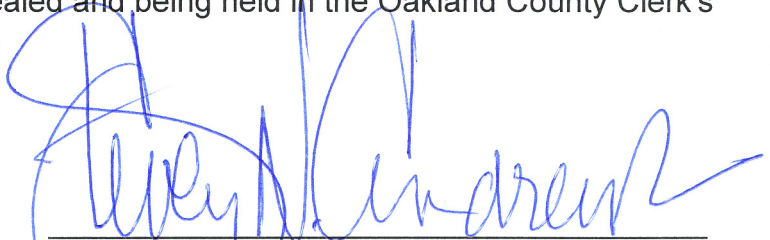
  
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Honorable Steven Andrews, Chairperson

  
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Robert Gaylor, Secretary

**Oakland County Library Board Meeting June 23, 2004**

**Addendum to Board Meeting Minutes**

Minutes of the Closed Session are sealed and being held in the Oakland County Clerk's Office in their nonpublic record office.



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Hon. Steven N. Andrews  
Chairman of the Oakland County Library Board



MINUTES

OAKLAND COUNTY LIBRARY BOARD  
July 28, 2004

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

1. ROLL CALL.

Board Members Present: Steven Andrews, John Scott, Don Jensen, Robert Gaylor, John Chambers, Dr. Vickie Markavitch

Also in Attendance: Laura Mancini, Director-Library Services; Cathryn Weiss, Director-Oakland Literacy Council; Sherry Hakim-Library Administrative Assistant; David Conklin-Supervisor, Research Library and Library for the Visually and Physically Impaired

Excused: Robert Tera

2. APPROVAL OF THE AGENDA.

A. Amendment of the Agenda

Resolution #04-31: Chambers moved to approve the addition of the Michigan Library Association Fall Conference to the agenda. Jensen seconded. Motion carried.

3. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

Andrews introduced Dr. Vickie Markavitch, Superintendent of Oakland Schools, as the new board member of Oakland County Library Board.

4. APPROVAL OF MINUTES

Resolution #04-32: Jensen moved to approve the minutes of the executive session on June 23, 2004. Chambers seconded. Motion carried.

Resolution #04-33: Scott moved to approve the action taken by the Chairperson in sealing and filing the minutes of the executive session meeting of June 23, 2004 and housing them in the Clerks Office in a non-public record office. Chambers seconded. Motion carried.

Resolution #04-34: Jensen moved to approve the minutes of the June 23, 2004 meeting. Chambers seconded. Motion carried.

5. OLD BUSINESS.

A. Paralegal Contracts

Resolution #04-35: Gaylor moved to ratify the Cooperative Use Agreement for the Law Library with Oakland Community College for its paralegal program. Chambers seconded. Motion carried.

B. Michigan Library Association

**Resolution #04-36:** Markavitch moved to send John Chambers to the Michigan Library Association Conference in October at a cost not to exceed \$500.00. Chambers seconded. Motion carried.

C. Research Library Mission Presentation

Mancini and Conklin made a Research Library Mission Redevelopment Presentation to the Library Board

**Resolution #04-37:** Gaylor moved to have Mancini and Conklin conduct a cost benefit analysis study for the Research Library using the Government Library and Genealogy Models for a focus. Chambers seconded. Motion carried.

6. NEW BUSINESS

None

7. APPROVAL OF FINANCIAL STATEMENTS.

**Resolution #04-38:** Scott moved to approve the June 2004 financial statement. Chambers seconded. Motion carried.

8. REPORTS TO THE BOARD.

A. Oakland Literacy Council

Written report noted and filed.

- 24 new volunteers completed tutor training July 1
- The next tutor training will be held August 17<sup>th</sup> and 19<sup>th</sup> at the Rochester Hills Library
- Weiss and several board members will attend Literacy Day at Comerica Park
- Literacy Partnership is featured in the August issue of Hour magazine
- The Council completed their summer newsletter and annual report to ProLiteracy
- The Board of Directors of Oakland Literacy Friends met to discuss plans for Ex Libris, which will be held on Friday, October 29<sup>th</sup> and the summer "Stay at Home Tea"
- The Council received '03 and '04 funding from Oakland Schools

B. Library Services-Mancini

Written report noted and filed.

- Mancini hosted Larry Doyle, the new Administrative Director for the Board of Commissioners, for a tour of the Oakland County Libraries
- Mancini and Conklin hosted Lynn McDaniels, Chief of Field Nursing from the Health Department and her staff at the LVPI
- Mancini hosted the Adult Reference staff of the Troy Public Library for a tour of all the library units
- Beverly Papai, founder of the LVPI, and current director of the Farmington Community Library, will accept an award from the Library Board at the LVPI Anniversary Reception in September

- The LVPI held its first Braille Open House on June 29<sup>th</sup>
- Dianne Zyskowski submitted a grant request to the Oakland County Bar Foundation for \$19,400 to replace public access computers and printers
- Law Library staff is working with Terri Meiers, from the county's auditing staff, on cash procedures
- Jail Library staff will be working on three summer projects as part of a team building program
- The LVPI has been the recipient of three separate donations of CCTV units
- Research Library staff are reorganizing the Newspaper and Periodical section of the library
- Mancini welcomed Dr. Vicki Markavitch to the Oakland County Library Board and provided an orientation tour of the library, its staff and units

## 9. Correspondence

- Oakland County Library Usage Statistic Report – June 2004
- June 28, 2004 e-mail to Laura Mancini from Sheryl L. Mitchell, Senior Analyst-Oakland County Board of Commissioners, thanking Mancini for her help with a reference question
- June 23, 2004 letter to Patti Shafer-LVPI staff member from a patron, thanking her for the fine service she gives to her husband
- June 24, 2004 letter to Donald Wehe-LVPI patron from David Conklin-Supervisor, Oakland County Research Library and Library for the Visually and Physically Impaired, thanking him for his donation of a CCTV
- June 30, 2004 letter to Luana Bell-LVPI patron from David Conklin-Supervisor, Oakland County Research Library and Library for the Visually and Physically Impaired, thanking her for her donation of a CCTV
- July 6, 2004 letter to Taylor Ball-LVPI patron from David Conklin-Supervisor, Oakland County Research Library and Library for the Visually and Physically Impaired thanking him for his donation of a CCTV
- July 6, 2004 letter to Janet E. McInnis from David Conklin-Supervisor, Oakland County Research Library and Library for the Visually and Physically Impaired, thanking her for her help with the Braille Open House on June 29, 2004
- July 6, 2004 article in The Detroit News on the Privacy of Library Records
- June 21, 2004 article in The New York Times on Librarians and their response to Google

## 10. CONFIRM NEXT MEETING DATE

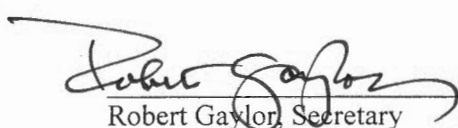
**Resolution #04-39:** Chambers moved to adjourn the meeting. Markavitch seconded.  
Motion carried.

The next regular meeting of the Library Board will be on **August 25, 2004** 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.

  
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Honorable Steven Andrews, Chairperson

  
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Robert Gaylor, Secretary

**MINUTES**

**OAKLAND COUNTY LIBRARY BOARD  
August 25, 2004**

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

**1. ROLL CALL.**

Board Members Present: Steven Andrews, John Scott, Donald Jensen, Robert Gaylor, John Chambers, Dr. Vickie Markavitch, Robert Tera

Also in Attendance: Laura Mancini, Director-Library Services

**2. APPROVAL OF THE AGENDA.**

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

**4. APPROVAL OF MINUTES**

Resolution #04-40: Gaylor moved to approve the minutes of the July 28, 2004 meeting. Tera seconded. Motion carried.

**5. OLD BUSINESS.**

A. LVPI Anniversary party

Resolution #04-41: Gaylor moved to approve the estimated budget presented by Mancini for the LVPI 30<sup>th</sup> Anniversary Party. The funds are to be allocated from the existing Library 2003/2004 budget. Chambers seconded. Motion carried.

B. FY 2005/2006 Budget Update

The increase that Laura Mancini requested for the 2005/2006 budget was approved. Andrews thanked Mancini for all her hard work in obtaining the additional funds for the Library. John Chambers expressed his continued concern at the huge amount of rent that the Library is charged.

**6. NEW BUSINESS**

A. Q.S.A.C. Certification

Resolution #04-42: Chambers moved to approve the participation of the Oakland County Library in the Q.S.A.C. process. Donald Jensen was selected to be the board representative on the Q.S.A.C. committee. Jensen seconded. Motion carried.

B. Penal Fines Distribution

**Resolution #04-43:** Scott moved to accept the 2003/2004 Penal Fine Distribution Report as submitted. Tera seconded. Motion carried.

7. **APPROVAL OF FINANCIAL STATEMENTS.**

A. July 2004

**Resolution #04-44:** Chambers moved to approve the July 2004 financial statement. Tera seconded. Motion carried.

B. Fiscal Year End Projections

The Board reviewed the projections and indicated their desire to see all operating expenditures spent by the end of the fiscal year.

8. **REPORTS TO THE BOARD.**

A. **Oakland Literacy Council**

Written report noted and filed.

**Resolution #04-45:** Tera moved to accept Weiss's report as submitted. Markavitch seconded. Motion carried.

B. **Library Services-Mancini**

Written report noted and filed.

- Mancini recognized Pat Hammer, Law Library Technician, for reorganizing the loose-leaf supplement list for the library's filing service
- Mary Radlick, an MSU extension contract employee, was removed from the Law Library for threats she made against the technician who was working the reference desk
- Laura Mancini, Stacy Boucher-Tabor, LVPI staff member, Janise Perret, Law Library staff member and Amy VanBibber, Jail Library staff member, worked on the draft of the first library newsletter. Judge Andrews and the Board recognized all of them for their fine efforts in putting together the first library newsletter
- Ameice Medlock, summer student in the LVPI, recently completed her position
- Michelle Ruggirello, summer student in the Research Library, recently completed her position
- Aaron Snover, a student in the library for the past four summers, recently completed his position
- Mike Pohlod, Fiscal Services, has been assigned as the new financial analyst for the library
- The Jail Library staff received air conditioning thanks to a letter endorsed by Judge Andrews to Ann Russell
- The LVPI received another donation of a CCTV unit

**9. Correspondence**

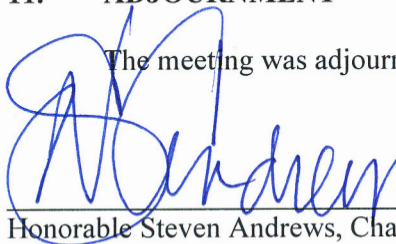
- Oakland County Library Usage Statistic Report – July 2004
- Draft of the Oakland County Library Newsletter, Volume 1, Issue 1
- Letter to Clara Bohrer, Chair, Metro Net Library Consortium, Inc. from the Oakland County Library Board, thanking her for recommending the Research Library become a foreign language collection, August 12, 2004
- Letter to Charles Smith, LVPI patron, from David Conklin, Supervisor, Oakland County Library for the Visually and Physically Impaired, thanking him for his donation of a CCTV, August 2, 2004
- TLN Newsletter article on the Trustees and Advocates Roundtable adding John Chambers, of the Oakland County Library, to its officers, June 2004
- Article from the Associated Press on the big drop in reading in the U.S., July 8, 2004


**10. CONFIRM NEXT MEETING DATE**

The next regular meeting of the Library Board will be on **September 22, 2004** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**11. ADJOURNMENT**

The meeting was adjourned at 3:34 p.m.

  
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Honorable Steven Andrews, Chairperson

  
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Robert Gaylor, Secretary



**MINUTES**

**OAKLAND COUNTY LIBRARY BOARD  
September 22, 2004**

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

**1. ROLL CALL.**

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

Excused: Robert Gaylor, Dr. Vickie Markavitch

Also in Attendance: Laura Mancini, Director-Library Services; Cathryn Weiss, Director-Oakland Literacy Council; Sherry Hakim, Library Administrative Assistant

**2. APPROVAL OF THE AGENDA.**

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

John Chambers has been elected Chair-Elect of the Trustees and Advocates Round Table for the Michigan Library Association.

Dianne Zyskowski, Law Library Supervisor, will serve as an advisor to the State Bar of Michigan Libraries, Legal Research and Legal Publications Committee.

**4. APPROVAL OF MINUTES**

Resolution #04-46: Chambers moved to approve the minutes of the August 25, 2004 meeting. Scott seconded. Motion carried.

**5. OLD BUSINESS.**

A. LVPI Anniversary Party

Mancini reviewed with the Library Board the final plans and agenda for the LVPI Anniversary celebration.

**6. NEW BUSINESS**

A. Donation Account

Resolution # 04-47: Tera moved that Laura Mancini will research the history of the Library Gift Fund and determine if any restrictions have been placed on those funds. Scott seconded. Motion carried.

7. **APPROVAL OF FINANCIAL STATEMENTS.**

A. August 2004

**Resolution #04-48:** Scott moved to approve the August 2004 financial statement. Tera seconded. Motion carried.

8. **REPORTS TO THE BOARD.**

**A. Oakland Literacy Council**

Written report noted and filed.

- Twenty two new volunteers will attend tutor training September 18th, 21<sup>st</sup> and 23rd at Birmingham Unitarian Church
- The Council will host "Breakfast Club" tutor sharing sessions on September 25<sup>th</sup> and October 20<sup>th</sup>
- SCB Michigan President Gail Toreanno, Columnist Rochelle Riley and County Commissioner Mike Rogers, were guest readers at the Metro Detroit Reads' International Literacy Day celebration
- Oakland Literacy Friends have raised \$16,000 in sponsorships
- The Council was given six tickets to the Ryder Cup practice session
- Margaret Williamson and Cathy Weiss were guests of the PGA practice session and the PGA Chalet
- Fifteen volunteers from the Literacy Partnership of Southeast Michigan, served as greeters for the Ryder Cup Invitational Champion competition at Oakland University
- The Coordinating Committee of the Literacy Partnership will begin development of a strategic plan
- Friends' Stay at Home Tea solicitation has generated \$7,650 in donations to date

**B. Library Services-Mancini**

Written report noted and filed.

- Mancini recognized Stacy Boucher-Tabor, LVPI Technician II , for her efforts in helping the library meet a deadline for the Bidlack Creative Group
- The business marketing class from Baker College will develop marketing and promotional materials for class credit, for the Oakland County Library
- Laura and Dave have begun to examine how the LVPI can collaborate with Oakland Schools to learn about their programs to service visually impaired children
- The library's Q.S.A.C. Committee consisting of Donald Jensen, Dianne Zyskowski and Laura Mancini met to review the Q.S.A.C. standards and to begin to develop an action plan for the library
- Myya Harris was hired to fill a student vacancy in the LVPI
- Jennifer Higdon, a student from Court Administration, transferred into the Law Library to fill a student vacancy
- Catherine Sheap, a student in the Law Library, completed her position
- Dwight Shockency and Shaniqua Staples, Pontiac Central High School student co-ops, began



their positions the week of September 20<sup>th</sup>

- The Oakland County Bar Foundation will be voting at their October 25<sup>th</sup> meeting on the grant request for computers for the Library
- An inmate who destroyed \$1,798.50 worth of law books in the Main Jail, is being prosecuted

**9. Correspondence**

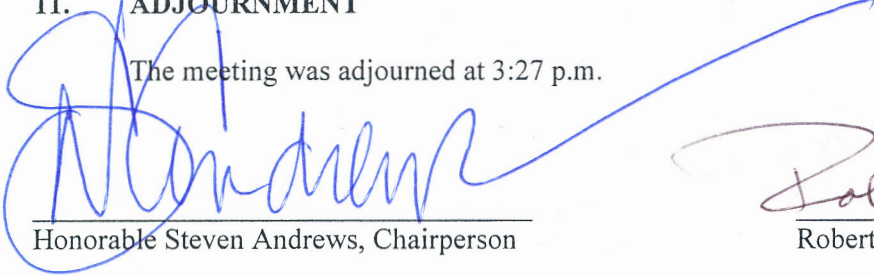
- Oakland County Library Usage Statistic Report – August 2004
- Letter to John Chambers, Library Board member, from Linda Farynk, President, Michigan Library Association, informing him of his position as Chair-Elect of the Trustees and Advocates Roundtable, June 15, 2004
- Press Release on the 30<sup>th</sup> Anniversary Celebration of the Oakland County Library for the Visually and Physically Impaired, September 8, 2004
- Letter to Dianne Zyskowski, Law Library Supervisor, from Nancy J. Diehl, State Bar of Michigan, thanking her for her willingness to serve as an advisor to the State Bar of Michigan Libraries, Legal Research & Legal Publications Committee, October 1, 2004
- Article in *Information Outlook* on special librarians, May 2004
- Article in *The Enquirer* on librarians reinventing their profession, July 6, 2004

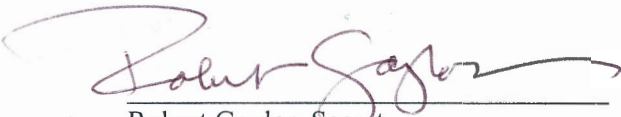
**10. CONFIRM NEXT MEETING DATE**

The next regular meeting of the Library Board will be on **October 27, 2004** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

**11. ADJOURNMENT**

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

  
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Honorable Steven Andrews, Chairperson

  
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Robert Gaylor, Secretary