



2004

**Oakland County
Library Board
Minutes**

Book 1 of 2

MINUTES

OAKLAND COUNTY LIBRARY BOARD

December 17, 2003

The meeting of the Oakland County Library Board was called to order at 3:06 p.m.

1. ROLL CALL.

Board Members Present: Don Jensen, Robert Gaylor, John Chambers, John Scott

Excused: William Keane, Steven Andrews, Robert Tera

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.

4. APPROVAL OF MINUTES

Resolution #03-¹⁴65: Jensen moved to approve the minutes of the November 19, 2003 meeting. Chambers seconded. Motion carried.

5. OLD BUSINESS.

A. Research Library Restructuring Plan

As part of a restructuring plan for the Research Library, Laura Mancini and Don Jensen visited the Lapeer County Library on December 15, 2003. The next visit will be to the Washtenaw County Library on January 14, 2004 and to the Monroe County Library on January 20, 2004. A final report will be presented at the February Board Meeting.

B. Plaque for Richard Beer

A special reception for the mounting of the plaque commissioned by the Library Board to honor the service of Richard Beer has been set for February 2, 2004 at 4:00pm.

Following the ceremony, the Law Library will host the Oakland County Bar Foundation Trustees meeting.

C. Law Library Lab Fees

Baker College and Oakland Community College have not responded to the December 12, 2003 letter that was sent to the paralegal programs informing the institutions that as of January 1, 2004, the Law Library was suspending all services to their paralegal classes. The Library will continue to service

students on an individual basis. The letter encouraged the schools to sign the agreement as soon as possible.

6. NEW BUSINESS.

A. Lexis Sales Pitch

Mancini warned the Board that they might be approached by aggressive salespeople from Lexis Nexis, a publisher of law books, to purchase their product. Mancini decided to keep our associations with the West Group since the Library's County clients have been very satisfied with their services in the past.

B. Law Library Subpoena

Mancini informed the Board that the Oakland County Library was subpoenaed to produce copies of all legal research requests made by David Holbrook, who was an inmate at the Oakland County Jail from 11/19/02 through 3/10/03. Corporation Counsel was contacted and advised Mancini on how and when to respond. Mancini will keep the Board informed of any future developments.

C. Library Holiday Hours

Resolution 03-⁶⁷66: Jensen moved to authorize the Director of Library Services to set standard hours of operations for all units of the Oakland County Library during the holiday period and to adjust those hours as deemed necessary. Chambers seconded. Motion carried.

7. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #03-⁶⁸67: Chambers moved to approve the November financial statement. Jensen seconded. Motion carried.

8. REPORTS TO THE BOARD.

A. Oakland Literacy Council

Written report noted and filed.

- The Council is still facing some computer problems due to the turnover of some staff
- The newsletter was completed and sent out
- The Board Development Committee is working on plans for the Council's 20th anniversary
- Weiss attended the annual meeting of the Detroit Lifelong Learning Coalition
- Weiss attended a meeting of the Board of Directors of Oakland Literacy Friends

B. Library Services-Mancini

Written report noted and filed.

- Mancini approached the Oakland County Leadership Academy to be a sponsor of the *Knowledge Management* project in which Mancini will be able to promote the library and its services throughout the county system.
- The Personnel Department has approved the part-time librarian position
- The BOC Finance Committee has postponed the Research Library computer funding request vote until January 15, 2004
- Mancini informed the Board of several ongoing projects scheduled for the first quarter of 2004

9. Correspondence

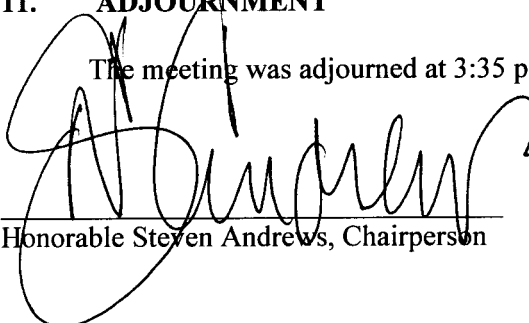
- Oakland County Library Usage Statistic Report - November 2003
- Myths about State Funding for Libraries

10. CONFIRM NEXT MEETING DATE

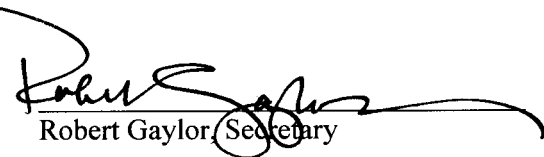
The next regular meeting of the Library Board will be on **January 28, 2004** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. ADJOURNMENT

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



Honorable Steven Andrews, Chairperson



Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

January 28, 2004

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

1. ROLL CALL.

Board Members Present: Steven Andrews, Robert Gaylor, John Chambers, John Scott, William Keane, Bob Tera

Excused: Don Jensen

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.

4. APPROVAL OF MINUTES

Resolution #04-01: Scott moved to approve the minutes of the December 17, 2003 meeting. Chambers seconded. Motion carried.

5. OLD BUSINESS.

A. Program for Plaque Dedication

Mancini reviewed the program schedule for the dedication ceremony.

Resolution #04-02: Scott moved to divide the cost of refreshments for the plaque dedication ceremony for Dick Beer, between the Library Foundation and the Library Board. Gaylor seconded. Motion carried.

B. Law Fees Update

Andrews and Mancini met with Douglas Kolly/program director at Oakland Community College. It was explained to Kolly why the past services that the Law Library had provided to OCC paralegal students had been suspended as of the first of the year. Kolly will present our proposal of a contract to his advisory board for their approval.

6. NEW BUSINESS.

A. Proposal for Services to BOC

Mancini presented a proposal on the way the Library could serve the Board of Commissioners in an effort to improve our relationship with them. Scott offered to schedule the General Government Committee to tour the library

7. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #04-03: Chambers moved to approve the December 2003 financial statement. Tera seconded. Motion carried.

8. REPORTS TO THE BOARD.

A. Oakland Literacy Council

Written report noted and filed.

- Friends Auction Committee met with Stephen Kirshner who will be the auctioneer at the "Books Give Us Wings" benefit auction, Friday, April 23, 2004
- The Council will complete training with 33 new tutors
- Author Elmore Leonard will be the speaker for this year's Ex Libris Dinner, Friday, October 29, 2004.
- The Council commemorates it's twentieth anniversary this year

B. Library Services-Mancini

Written report noted and filed.

- The County-Library Benchmarking study has been completed. The final report will be presented at the February meeting.
- BOC voted to allow the Library to use its General Fund Designated Fund Balance to purchase new computers for the Research Library.
- In 2003, the Law Library had over 40,000 visitors, which is an increase from the past 3 years
- Mancini's faculty appointment at Wayne State University's School Library and Information Science, has been renewed for 2004

9. Correspondence

- Oakland County Library Usage Statistic Report - December 2003
- December 23, 2003 e-mail from Sheryl Mitchell, Senior Analyst, Oakland County Board of Commissioners, thanking Laura Mancini, Director/Library Sciences, for the tour of the library
- January 5, 2004 e-mail from Sheryl Mitchell, Senior Analyst, Oakland County Board of Commissioners, thanking David Conklin, Research Library supervisor, for the tour of the Research Library and introduction of its resources.
- January 13, 2004 e-mail Broadcast Message, announcing the availability of several subscription databases over the Oakland County Employee Network, made possible through the Research Library, in coordination with the Oakland County Information Technology Department

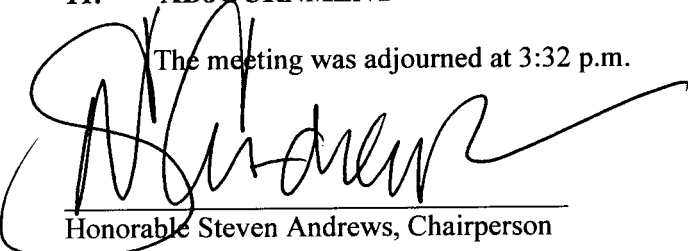
- December 18, 2003 letter from H.B. Aronow, a library patron, to the staff of the Library for the Visually and Physically Impaired, thanking them for their wonderful service
- December 29, 2003 e-mail from Nancy Whitmer, Library of Michigan- State Law Library, to the Michigan Association of Law Libraries, announcing their shortened hours, due to budget constraints and staffing shortages
- December 2003 article by Lawrence Ternan, President OCBF, on the Adams-Pratt Oakland County Law Library
- December 2003 article in Information Outlook, on the changing use of the internet
- 2 different articles on special libraries that provide significant value added services to their parent organizations


10. CONFIRM NEXT MEETING DATE

The next regular meeting of the Library Board will be on **February 25, 2004** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. ADJOURNMENT

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


 Honorable Steven Andrews, Chairperson


 Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

February 25, 2004

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

1. ROLL CALL.

Board Members Present: Steven Andrews, Robert Gaylor, John Chambers, John Scott, Bob Tera

Excused: Don Jensen, William Keane

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.

4. APPROVAL OF MINUTES

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

5. OLD BUSINESS.

A. County Library Benchmarking Study

Discussion followed

Resolution #04-05: Scott moved that the Jail Library is under staffed and until this situation is resolved, that the Library will service the jail inmates every other week instead of once a week. Chambers seconded. Motion carried.

Resolution # 04-06: Chambers moved to call a special meeting to discuss the County Library Benchmarking Study. Gaylor seconded. Motion carried.

6. NEW BUSINESS.

A. Request to use LVPI Gift Funds

Resolution #04-07: Tera moved that in order to maintain the audio cassette players in the LVPI, the Board approve the request from David Conklin-Supervisor/LVPI, to purchase two rewinders and one battery charger for the LVPI. Chambers seconded. Tera moved to make a friendly ammendment

to the resolution that Mancini will check the age of the 3rd rewinder in the LVPI to see if it needs to be replaced. If a third rewinder is needed, then Mancini has the authority to make that purchase. Motion carried.

7. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #04-08: Chambers moved to approve the January 2004 financial statement. Tera seconded. Motion carried.

8. REPORTS TO THE BOARD.

A. Oakland Literacy Council

Written report noted and filed.

- Twenty-four new tutors completed training
- Twenty-five tutors attended the Breakfast Club tutor sharing session
- The Council was asked by WXYZ-TV to participate in a Good Morning America book drive
- Oakland Literacy Friends benefit auction "Books Give Us Wings" will be held on April 23, 2004
- The Ex-Libris dinner will be on Friday, October 29, 2004

B. Library Services-Mancini

Written report noted and filed.

- Law Library tech, Margaret Thomann, passed away on February 8, 2004
- The Oakland County Library will receive the penal fines and state aid designated for the city of Bloomfield Hills because of the termination of the contract the city had with the Bloomfield Township Library
- The Law Library hosted the Oakland County Bar Foundation for its monthly trustee meeting on February 2, 2004
- Baker College has verbally indicated that they will sign the OCL contract for its paralegal program
- The new computers are up and running in the LVPI
- A copy of the county auditors report will be presented to the Library Board at the March meeting

Resolution #04-09: Chambers moved to send a letter to the employees of the 51st District Court thanking them for the \$100.00 donation to the Oakland County Library for the Blind. Gaylor seconded. Motion carried.

9. Correspondence

- Oakland County Library Usage Statistic Report – January 2004
- February 10, 2004 letter from Jan Wisniewski, State Aid & Penal Fines Coordinator, informing Laura Mancini-Director/Library Services, about the termination of the service contract between Bloomfield Township Public Library and the city of Bloomfield Hills, effective November 13, 2003
- February 20, 2004 article in the Oakland County Legal News, on the Oakland County Law

Library honoring its first Director, the late Richard L. Beer

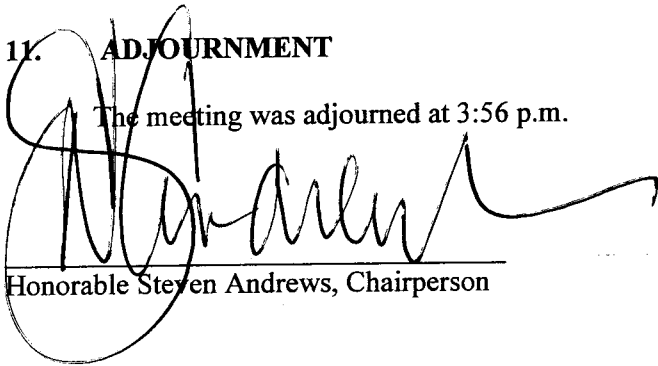
- February 2004 article in Access on 'Libraries: How They Stack Up': OCLC Report Looks at Economic Impact of Libraries
- February 11, 2004 letter from the State of Michigan, 51st District Court, to the Oakland County Library for the Blind, donating a check for \$100.00, from the employees
- February 2004 article in The Detroit News, on budget cuts at the Wayne County Regional Library for the Blind and Physically Handicapped
- January 30, 2004 e-mail from Charles Reisman to Laura Mancini-Director/Library Services, on the importance of the Oakland County Law Library and the WestLaw service

10. CONFIRM NEXT MEETING DATE

The next regular meeting of the Library Board will be on **March 24, 2004** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

11. ADJOURNMENT

The meeting was adjourned at 3:56 p.m.



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

Honorable Steven Andrews, Chairperson



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

Robert Gaylon, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

March 24, 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, Robert Gaylor, John Chambers, John Scott, Bob Tera, Don Jensen, William Keane

Also in Attendance: Laura Mancini, Director-Library Services; Cathryn Weiss, Director-Oakland Literacy Council; Terri Meijers-Oakland County Auditing Division

2. APPROVAL OF THE AGENDA.

3. ANNOUNCEMENTS AND CALL TO THE AUDIENCE.

None

4. APPROVAL OF MINUTES

Resolution #04-10: Tera moved to approve the minutes of the February 25, 2004 meeting. Chambers seconded. Motion carried.

5. OLD BUSINESS.

A. Foundation Recognition for Beer Reception

Andrews instructed Mancini to send a thank you letter to the Foundation for funding the cost of the plaque dedication reception for Dick Beer.

6. NEW BUSINESS.

A. Judge Brennan Plaque

Resolution #04-11: Gaylor moved that although the Board was honored to be asked and due to the fact the County will be installing a plaque in the courthouse in memory of Judge Brennan, the Board declined the request from the Women's Bar Association to place a plaque in the Law Library. Tera seconded. Motion carried.

B. Report from Oakland County Auditors/Presentation by Terri Meiers

Resolution#04-12: Gaylor moved that the Library Board expressed their desire to see all the library units on the same system when recording revenue and that due to security concerns for the library

staff, the Board voted to adopt the data base as the method of accepting revenue. Scott seconded. Motion carried.

Resolution#04-13: Chambers moved to eliminate the practice of the “Honor System” for computer printing payments and to authorize the purchase of the 3M Public Access Management system. Tera seconded. Motion carried.

The Board requested that Mancini investigate whether or not the County has a policy in place to address the issue of employees accepting money in the form of a tip.

Chambers requested that the auditors come back to the library to examine how their recommendations have been implemented in one year.

7. APPROVAL OF FINANCIAL STATEMENTS.

Resolution #04-14: Tera moved to approve the February 2004 financial statement. Keane seconded. Motion carried.

8. REPORTS TO THE BOARD.

A. Oakland Literacy Council

Written report noted and filed.

Andrews has contacted Jerry Poisson, Asst. Deputy County executive, to request additional funding for the Oakland Literacy Council.

- Twenty-nine tutors attended the March 13, 16 & 18 tutor training at the Rochester Hills Library
- The Council’s annual recognition event is planned for Wednesday, May 26, 2004
- The Council’s Public Relations Committee met to discuss marketing and publicity for upcoming events.
- Weiss and Lindstrom attended a Ryder Cup meeting to learn about the Council’s involvement in the Ryder Cup Invitational Champion golf tournament which will be held September 16th in Oakland County
- The Literacy Partnership of Southeast Michigan met to continue working on the Partnership website
- Oakland Literacy Friends Board of Directors met to finalize plans for the ‘Books Give Us Wings’ auction
- Weiss and Gaylor met with Ralph Castelli of Kemp, Klein, Umphrey, Endelman and May, to update him on plans for Ex Libris
- Dr. William Keane will attend the Council’s regularly scheduled monthly Advisory Board meeting

B. Library Services-Mancini

Written report noted and filed.

- Mancini hosted a library director discussion forum throughout the month of March, where 100 directors throughout Oakland County were invited to come and learn about the services of the Oakland County Library

- Mancini gave a presentation to the Board of Commissioners General Government Committee about the services provided by the Oakland County Library
- Mancini met with Douglas Kolly, coordinator of the paralegal program at Oakland Community College to discuss the library's contract proposal
- The Law Library has resumed its Westlaw training classes for the public
- Library services have been disrupted due to renovations in the main jail
- The Research Library has begun a weeding project to rid the collections of old and obsolete titles
- The new tape rewinders have arrived in the LVPI

9. Correspondence

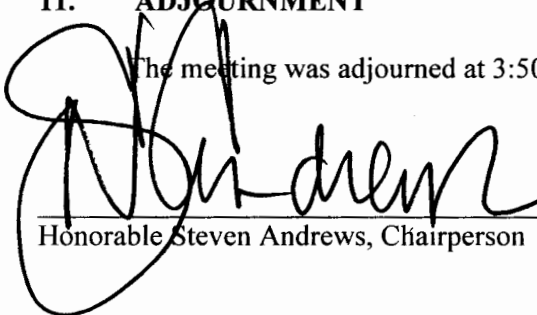
- Oakland County Library Usage Statistic Report – February 2004
- March 18, 2004 e-mail to the Oakland County Library Board from Laura Mancini/Director-Library Services, giving kudos to the Research Library staff for the help they gave to Katherine Graham from the Department of Planning & Economic Development to create a presentation for Brooks Patterson which he gave to Governor Jennifer Granholm
- February 27, 2004 article in the Oakland County Legal News, on the Oakland County Law Library resuming its Westlaw training
- February 2004 Laches article by Lawrence Ternan, President, OCBF, which mentioned the Law Library
- February 18, 2004 article in the Detroit News, on the Wayne County LVPI
- February 29, 2004 article in the Oakland Press, on 'Widows and Widowers – On With Life', a group formed to help widows and widowers get on with their life. Barbara Bates, a volunteer in the Library for the Visually and Physically Impaired, is a member of this group
- March 8, 2004 article in the Library Hotline Newsletter, on the role of public libraries in providing public access to computers

10. CONFIRM NEXT MEETING DATE

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

11. ADJOURNMENT

The meeting was adjourned at 3:50 p.m.


Honorable Steven Andrews, Chairperson


Robert Gaylor, Secretary

MINUTES

OAKLAND COUNTY LIBRARY BOARD

April 28, 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, Robert Gaylor, John Chambers, John Scott, Bob Tera, Don Jensen, William Keane

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.

None

4. APPROVAL OF MINUTES

Resolution #04-15: Chambers moved to approve the minutes of the March 24, 2004 meeting. Tera-seconded. Motion carried.

5. OLD BUSINESS.

None

6. NEW BUSINESS.

A. Law Library Computers

Resolution #04-16: Gaylor moved to replace the Law Library computers with funding coming from the Bar Foundation, Oakland County and the Library Fund Balance. Chambers seconded. Motion carried.

B. FY 2005 Budget Updates

Resolution #04-17: Gaylor moved to approve the purchase of computer equipment for the Jail Library with the stipulation that the Sheriff's Department help fund a portion of the purchase. Chambers seconded. Motion carried.

7. **APPROVAL OF FINANCIAL STATEMENTS.**

Resolution #04-18: Keane moved to approve the March 2004 financial statement. Chambers seconded. Motion carried.

8. **REPORTS TO THE BOARD.**

A. Oakland Literacy Council

Written report noted and filed.

- The annual recognition event will be held on Wednesday, May 26, at the First United Methodist Church of Birmingham
- The Council has provided 12 volunteers for the Good Morning America book drive
- Weiss met with Diane Lucas to discuss their goals for the Advanced Writing class at Baker College
- Preliminary figures show that the "Books Give Us Wings" auction raised \$22,000
- The Council will receive at least \$5,000 by providing volunteers for the Bookstock book sale May 21 & 22 at Laurel Park Place Mall
- The Literacy Partnership of Southeast Michigan has received \$40,000 as the first installment of a \$160,000 grant to be distributed over a four year period

B. Library Services-Mancini

Written report noted and filed.

Resolution #04-19: Chambers moved that the Board send a letter to the Oakland County Jail staff in recognition of their efforts in keeping library operations running as smooth as possible during the jail renovation. Tera seconded. Motion carried.

Resolution #04-20: Chambers moved that the Oakland County Auditing Department audit the library every other year. Tera seconded. Motion carried.

- Mancini will invite Sara Lajavic, the new director of Eblind, to the next Library Board meeting to meet the Board.
- Library staff members have been informed of the policy of receiving tips from the general public.
- The final library director discussion took place on April 29. Survey results will be shared with the Board in May.
- Mancini has been working with various staff members on revamping the library website as well as developing a newsletter for the library.
- Mancini has been working with Human Resources to create a new librarian classification for the Library.
- Mancini has been hosting monthly employee breakfasts, to give staff the opportunity to get to know one another and meet with her. The breakfast includes one staff member from each unit. Andrews and Chambers will meet to discuss funding for these breakfasts and will report back at the next meeting.
- The Law Library has resumed its Westlaw training classes for the public.
- The Research Library has its new computers.

- Dave Conklin and Stacy Boucher-Tabor were the guest speakers at the Birmingham Adult Senior Care facility.

9. Correspondence

- Oakland County Library Usage Statistic Report – March 2004
- April 6, 2004 letter to Laura Mancini, Oakland County Director of Library Services, from Thomas A. Law, Chairperson/Oakland County Board of Commissioners, thanking Mancini for supporting the Youth in Government Day Program.
- March 30, 2004 e-mail to Laura Mancini, Oakland County Director of Library Services from Brian Stoutenberg, Director/Troy Public Library, thanking Mancini for hosting the Library Director Discussions.
- April 14, 2004 letter to Kimarie Martin, a Jail Library staff member, from a Jail inmate, giving high praises to Kimarie for her work.
- Spring 2004 article in the Telegraph Newsletter, written by LVPI staff member Stacy Boucher-Tabor, on the Plaque Dedication Ceremony for Richard Beer, former Director of the Adams Pratt Law Library.
- April 9, 2004 letter to Dianne Zyskowski, Supervisor/Oakland County Law Library, from Kristen A. Bennett, Coordinator of Continuing Legal Education, thanking Dianne for being a presenter at the Oakland County Bar Association's Seniors' Law Day on May 18, 2004.
- March 28, 2004 article on *The Wide World Of Google*, which communicates the value of librarians.

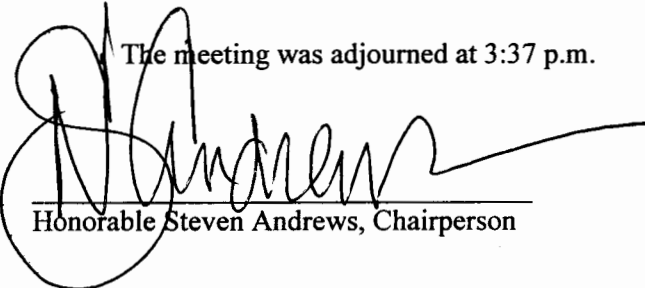
10. CONFIRM NEXT MEETING DATE

The next regular meeting of the Library Board will be on **May 26, 2004** at 3:00 p.m., in the Library Board Room/Second Floor/West Wing Extension.

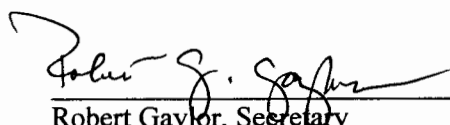
11. ADJOURNMENT

Resolution #04-21: Chambers moved to adjourn the April 28, 2004 Library Board meeting. Jensen seconded. Motion carried.

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



Honorable Steven Andrews, Chairperson



Robert Gaylor, Secretary