

## MINUTES

### OAKLAND COUNTY LIBRARY BOARD

September 23, 2009

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, Donald Jensen, Jeff Potter, Robert Tera

Excused: John Chambers, Robert Gaylor, Dr. Vickie Markavitch

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

#### 2. APPROVAL OF THE AGENDA

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

#### 4. APPROVAL OF MINUTES – August 26, 2009

Resolution #09-51: Tera moved to approve the minutes of the August 26, 2009 meeting. Jensen seconded. Motion carried.

#### 5. OLD BUSINESS

##### A. Library Staffing Update

The Board discussed staffing in the library.

Elizabeth Lindley resigned her position on September 11, 2009. Lindley's departure allowed the library to keep one of its positions that was due to be eliminated.

Patti Shafer, Library Technician I, will be reassigned from the LVPI to the Law Library, to address the staffing shortage caused by Lindley's resignation.

Linda Sutton, Library Technician I, will no longer be laid off effective October 1<sup>st</sup>, 2009. Instead she will be reassigned to Cooley Law School. Janise Perret, Law Library Technician, will also be assigned to Cooley Law School.

Laura Mancini and Maria Danna will begin to review library functions and job descriptions for the consolidation, and will work with Human Resources. The plan will go to the Library Board for their approval.

##### B. Cooley Law School Update

The Board discussed the Cooley transition.

Cooley library staff have reviewed the Law Library collection to designate titles that will be

transferred to Cooley. They also will be taking bookshelves to house the materials. There still is no date set as to when the staff will be transitioned to their library or when materials will be moved.

Two-thirds of the titles selected by Cooley are going to be housed at their Ann Arbor campus.

### **C. Library Space Planning Update**

The Board discussed the library consolidation.

Laura Mancini, Maria Danna and Facilities will create a space plan for the library consolidation. Facilities will present the plan to the Board at the October meeting.

The Board will tour the Law Library at the October meeting to see how the consolidation might look.

The Board congratulated Laura on the great job she did on the library consolidation project, library staffing and the Cooley Law School move.

## **6. NEW BUSINESS**

### **A. efile Public Assistance Policy**

The *E-file* program which began in 2007, allows attorneys and members of the public to electronically file court documents. The Law Library now has a scanner so it can begin to offer this service to the public. The library needs to have a policy in place defining what assistance the library is able to provide to patrons. Due to legal liabilities, library staff needs to follow strict guidelines.

Laura will ask Judy Cunningham, Corporation Counsel, to look over the E-filing Patron Policy and make any amendment necessary and present it to the Board at the October meeting.

The Board will also require that a notice be posted stating that library staff will take no responsibility for filing legal documents. It will be the responsibility of the patron to learn the court process.

**Resolution# 09-52:** Jensen moved to approve the Oakland County Library E-file Public Computer Station Patron Policy subject to the approval of Corporation Counsel, and that a screen be added on the computer stating that the library takes no responsibility for the E-filing process. Potter seconded. Motion carried.

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

### **A. August 2009**

**Resolution #09-53:** Tera moved to approve the August 2009 financial statements. Jensen seconded. Motion carried.

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

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

Written report noted and filed.

**Resolution #09-54:** Tera moved to receive and accept Moraniec's report. Jensen seconded. Motion carried.

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

Written report noted and filed.

- A budget has been adopted for the Law Library and will be included in the full county budget which will be passed at the end of September
- The State Senate voted to reject the Governor's Executive Order to eliminate the Department of History, Arts and Libraries (HAL)
- The State Senate passed a budget that would reduce library funding by \$2.5 million. Lower payments from the state may affect the LVPI and the Research Library
- Paralegal classes have started for the fall semester
- Laura and staff have been reviewing library duties and prioritizing the essential ones
- Maria Danna and Patti Shafer have begun training on the Law Library reference desk
- The Detroit Free Press did a story on LVPI patron Jared Stofflet and the digital book program
- The LVPI participated in the annual National Library Services XESS de-selection project
- Linda Sutton was thanked for all of her work as chair of the operations committee of the Oakland County Historical Resources Consortium
- Maria Danna and Julie Panasuk hosted a promotional table at the Oakland County Employee Wellness Fair

## **9. CORRESPONDENCE**

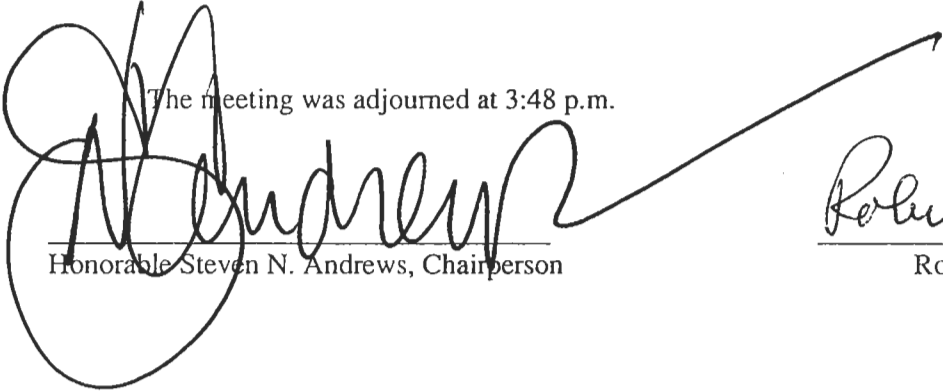
- Oakland County Library Usage Statistics Report-August 2009
- Letter from Charles R. Toy- President-Elect, State Bar of Michigan, to Laura Mancini-Library Director, on her appointment as an advisor to the State Bar of Michigan Libraries, Legal Research, and Legal Publications Committee, August 15, 2009
- Letter from Patricia Mueller-Center Director, Gretchen's House, to Stacy Boucher-Tabor, Library Technical Support Specialist, thanking her for her participation in Community Day at Gretchen's House at Little Oaks Child Development Center, August 31, 2009
- Article in the *Detroit Free Press* on the new digital reading devices for the blind and visually impaired, and a profile of LVPI patron, Jared Stofflett, August 30, 2009
- Article in *Library Hotline* on the "Learning Express Library", a resource for patrons seeking career guidance, that is available at the Research Library, February 16, 2009
- Letter from Southeastern Michigan League of Libraries (SEMLOL) Board of Directors, opposing the Executive Order to abolish the Department of History, Arts and Libraries, August 24, 2009
- Article in *American Libraries* on important services performed by local libraries, August/September, 2009

## **10. CONFIRM NEXT MEETING DATE**

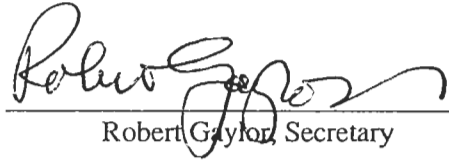
The next regular meeting of the Library Board will be on **October 28, 2009** at 3:00 p.m. in the Library Board Room/Second Floor/West Wing Extension.

11. ADJOURNMENT

The meeting was adjourned at 3:48 p.m.

A large, stylized handwritten signature in black ink, appearing to read 'Andrews', with a long horizontal stroke extending to the right.

Honorable Steven N. Andrews, Chairperson

A handwritten signature in black ink, appearing to read 'Robert Gaylor', written in a cursive style.

Robert Gaylor, Secretary