

Metropolitan Library System
Administrative Team Meeting Minutes

Meeting date: May 2, 2001

Present: Norm Maas, Anne Hsieh, Karen Marriott, Ric Rea, Judy Walden (meeting chair), Jim Welch, Kay Bauman, Ernestine Clark, Julia Fresonke.

Notes by Agenda Item

Current Items

B.J. Williams played a video of the upcoming Summer Reading Program PSA that was filmed at Southern Oaks using children from a nearby school.

Auctioning surplus furniture: Anne Hsieh reported the we will be auctioning surplus furniture from refurbished libraries May 24th. We have hired Dakil to conduct the auction. This provides a warehouse with enough space to lay out all the furniture, which is currently in portable storage units. Staff will be given the opportunity to view the furniture for two days in order to choose furniture they need for their work areas. Dates will be announced as soon as finalized.

Food For Fines: Judy Walden reported that the Food For Fines Committee had its first meeting. The committee developed a general philosophy/approach and various components that need to be in place for the project. Targeted time period for the project is the week of August 13th. The committee identified several questions for the Food Bank.

Organization Chart: Jim Welch provided an updated organization chart. Discussion ensued.

General Announcements/discussions

Mary Baker Eddy Exhibit: Julia Fresonke reported on the upcoming reception for the Mary Baker Eddy Exhibit at Midwest City Library – May 10th, 2001.

Norm Maas led discussion about the article on library services in the May 29th Sunday Oklahoman, the planning process, status of Internet Filtering issue.

Anne Hsieh requested that the receiving process for furniture ordered for building projects be included in the job description for the Building Specialist. Problems with existing procedure are multiple sites for delivery and staff signing for boxes without knowing what is inside and if it is correct. Donna needs to be consulted.

Friends Grants: Ernestine Clark requested an Ad Team date to review the Friends Grant requests from Libraries. May 30th was chosen as the best date.

Norm requested Kay Bauman to distribute copies of the last Long Range Plan marketing study to the Library Commission at the May meeting. Kay distributed copies of two articles concerning the direction/trends for libraries.

Metropolitan Library System

Minutes of May 15 Administrative Team Meeting

Date: 5-15-01, 9:15 a.m.

Place: Room B, Downtown Library

Members present: Jim Welch, Karen Marriott, Ric Rea, Norm Maas, Judy Walden, Julia Fresonke, Anne Hsieh Kay Bauman, Dana Morrow, and Donna Morris (meeting chair)

1. Introduction of new webmaster

Jim Welch introduced Teresa Goggins who is the new webmaster for MLS. She comes to us from the Central Oklahoma Home Builders Association.

2. Staff Development Day - Jane Carvajal

Jane handed out a document entitled "Competencies". She gave an overview of the report, which was developed by the Customer Service Training Committee. The committee would like input on the document and the direction it takes. Question was asked about internal customers and Jane responded that the committee felt that the document related to internal as well as external customers. Suggestion was made to make the definition for customer service include internal and external customers. The customer service committee will be doing this training.

Jane handed out the draft agenda for Staff Development Day and information about the proposed topics. The main topic is "customer service." Featured speaker will be Pat Wagner who will speak on the topic "Everyone is a customer". Ad team reviewed the agenda.

3. Exempt employees - leave - Ric Rea

Ric handed out a memo, which will go out to all staff about this change in reporting leave for exempt employees.

4. Credit Card Purchases - Anne Hsieh

Anne distributed the procedures for use of the library system credit card. The procedure will go in the procedure/guideline section of the policy and procedure manual.

5. Miscellaneous items

Norm discussed the upcoming 50th Anniversary of the publication of Ralph Ellison's novel The Invisible Man. A big event will be planned to commemorate this in 2002 at

Ralph Ellison library and across the system. We discussed the deadlines required by the community foundation for grants.

Discussion of library system standing and ad hoc committees. Ad team began list of those and Kay Bauman agreed to compile and hand out for further additions and corrections.

Discussion about the possibility of putting commission packets on the Intranet. Jim, Anne and Teresa will work on this. Also include ad team minutes, library manager minutes, etc. on Intranet. Will provide solid historical data for system.

The Downtown library learning center construction is proceeding well. Bi-weekly site visits will begin soon.

6. Food for Fines

The committee has been in touch with the OKC Food Bank. They are a 501 3c organization. They have containers and can pick up donations daily during the week that this campaign is conducted. We may be able to use one of the library systems contracted Public service announcements (on TV) for this promotion. Committee will be meeting next week.

Ad Team Minutes May 23, 2001 Meeting

Date: May 23, 2001

Present: Norm Maas, Ernestine Clark, Ric Rea, Judy Walden, Jim Welch, and Anne Hsieh, Dana Morrow, Kay Bauman (meeting chair)

Good News Items:

Article in today's Daily Oklahoman entitled "Reading programs making positive impact on youths" by Julia Fresonke.

Article in Sunday's Oklahoman entitled "Our library system's efficiency".

Current Items

- 1) Current standing committees (current list will be distributed at meeting) & Current ad hoc committees (current list will be distributed at meeting)
 - a) A list of committees was handed out. We had a discussion about an Ad Hoc recruitment committee. We decided that each Ad Team member would send information to Kay on:
 - i) Name of Committee
 - ii) The purpose of the committee
 - iii) Membership information
 - iv) Member requirements -- position, permanent and/or rotating members, etc.
 - v) Meetings -- when, how often
- 2) Long Range Plan - Kay
 - a) Kay distributed to each Ad Team member, who was present, a copy of the book The New Planning for Results: A streamlined Approach by Sandra Nelson. Each member needs to read this book to become familiar with the process that we will be using as we develop our next strategic plan.
 - b) Dana mentioned that she would like for another focus group study with seniors be conducted.
 - i) Discussion of types of questions to ask: including "Tell me what are the issues impacting you in life?"
- 3) Organizational chart - commissioners request for inclusion of names -Jim
 - a) Jim presented an organizational chart that includes names as requested by the Commissioners. Each Ad Team member is to provide Jim information on their department's core functions. These core functions will be added as bullets in the organizational chart.
- 4) Reading is Fun - Dana
 - a) Dana discussed and brought brochures about the Gatekeepers program. Anyone who has contact with elderly needs to know about this program. It is a "cooperative effort of many concerned organizations and individuals in our community to assist vulnerable older residents who need help but may be unable to get it for themselves." If you are concerned about an elderly person call the referral line and the response team will link the individual with needed services. Dana will inform the programmers about it.
 - b) Shades of Gray. The system will be receiving 25 copies of the report and will have them cataloged. Anita, and Commissioner Cynthia Trent will be attending the program tomorrow. Dana intends on having Anita give a report of the program to Ad Team.
- 5) Discussion of the article in the Dallas Morning News entitled "12% of library's books missing" about Dallas Public Library.

Ad Team Minutes May 30, 2001 Meeting

Staff Association -- Darlene Browsers

Darlene Browsers, president of the Staff Association, presented their annual "Statement of Concerns". Darlene highlighted the purpose the Staff Association and the concerns mentioned in the document. Norm indicated his desire to hear staff and thanked Darlene for visiting. We discussed some of the concerns listed.

Friends Grants -- Ernestine

- All the suggested grants were discussed and all will be forwarded to the Friends.
- We need, over the next year, to examine the equipment in our meeting rooms to determine if they meet the needs of public use.
- We need to go through the requests that say matching MLS funds and make sure there is money in the budget for each one.
- For 2002 FOL grants review procedure by Ad Team, Norm asked that Ernestine request the Friends provide, if possible, a rough estimate on how much money they anticipate giving MLS for grants.

Lee B. Brawner Scholarship -- Judy

The price of tuition has continued to increase while the scholarship amount has remained the same. Judy asked if we need to re-examine this. The Lee B. Brawner Scholarship committee will meet to discuss this and other issues.

Banned customers - removing stop - who reviews -- Judy

Anne Fischer indicated that the customers temporarily (3 - 6 months) banned from using the Internet are automatically reinstated. However, those that are banned for several years must initiate their re-instatement. Those customers need to go to the library, sign another Internet use agreement then the library staff contacts Automation and asks them to have the customer re-instated.

Reach Out and Read (ROR) -- Dana

This is a "national program that seeks to make early literacy an integral part of pediatric primary care. Pediatricians encourage parents to read aloud to their young children and give books to their patients to take home at all pediatric check-ups from six months to five years of age." One part of the program has volunteers in the clinic waiting rooms reading aloud to the children. We already have a training program to train volunteers to read so we will help the ROR program in this way. Dana indicated that she will need fliers in Spanish since the two locations in this program are: Latino Agency Clinic and Children's Hospital.

Standing Committees/Ad Hoc committees -- all

Kay will prepare a packet of information on all the committees by the end of June. All Ad Team members will send Kay any information they have about the committees and Kay will solicit input where needed.

Food for Fines -- Judy

Judy handed out minutes from the May 25, 2001 meeting. We decided to recommend the date of the food drive be the week of October 15 instead of August 13. This will be a great opportunity for one of our Public Service Announcements.

Organizational Chart -- Jim

Jim presented an update of the organizational chart that includes some names. We discussed how to best meet the needs of the Commission. This chart will be revised and issued at the June Commission. From then on, it will be revised every 6 months and given to the Commissioners.

Judy handed out a draft of the dress code for us to read and be prepared to discuss at our next meeting.

We will not meet next week since five Ad Team members will be absent. At our next Ad Team meeting, on June 13, we will discuss Food for Fines and the Dress Code Draft.