

**Manager of Library Operations Meeting
Downtown Library
December 12, 2012
1:00p.m**

"Your Inviting, Innovative Link to the World"

Attending: Denyvetta Davis-DLO, Aaron Bluitt-Asst/DLO, Kay Bauman-DED/LO, Julie Ballou-NW, Barbara Beasley-WA, Rosemary Czarski-CT, LaVetta Dent-AL, Priscilla Doss-BI, Jana Hausburg-CH, Melody Kellogg-ED, Chris Kennedy-MC, Devin McGhee-DC, Michael Owens-RE, Katrina Prince-BE, Angela Thornton-DN and Randy Wayland-SO.

Guest: Anita Roesler-OUT, Patrick Williams-MTC, Lori Piccolo and Elizabeth Kessler-HUM

The managers met in the computer lab on the 1st floor to participate in a Strategic Plan Session lead by Kay Bauman, DED/LO.

Meeting called to order at 2:15p.m. by Denyvetta Davis, Director of Library Operations

I. Partners Information/Updates

Winter ReadFest – Anita Roesler, OUT

Anita distributed to the managers an explanation sheet explaining how Winter Readfest 2013 works and stats for each library for the first 10 years of Winter Readfest. She shared that Winter Readfest 2012 including the fall 2010 Octoberfest marked 10 years for Metropolitan Library System. Anita informed that the time period has been extended from one month to six weeks beginning January 14 through February 25.

Materials for Readfest were routed to the libraries on December 13 and should arrive by December 19. Anita requested that handouts are placed at the circulation desk on December 28. She briefly discussed prizes and asked the managers to give customers a deadline to pick up their prizes.

Who You Gonna Call? – Patrick Williams, MTC

Patrick informed the managers that the libraries are sprayed at night every month for pest control both internally and externally. He shared that K-9 detectors are brought in to detect bedbugs and if there are any concerns the managers can contact him for inspection.

HUM Info – Lori Piccolo and Elizabeth Kessler, HUM

Elizabeth distributed to the managers updated forms: Employment Interview, Applicant's Statement of Certification, Processing of Applicant Finalist, Notice of Employee Separation, New Hire Notification & Record and Personnel Change. The managers will have access to these forms via the Intranet.

Lori informed the managers that HUM came up with a streamline process when advertising for positions so there is a one month timeline from the time of posting a position to the time of the job offer. If the managers are not satisfied with the candidates, the position will remain open. HUM will narrow down the candidate selection to a pool of 10 and will forward to the managers. Lori asked the managers to pick the top 3 candidates from the pool list and send those names to Elizabeth so they can help with the screening process.

Lori asked the managers not to post positions or send in requisitions until they are ready to begin interviewing. She informed that HUM will provide managers with Taleo training so that everyone is consistent. HUM will begin contacting candidates work history references, conduct telephone interviews, assessments and background checks to assist managers in picking the best candidate.

HUM would like for every new hire to participate in GOAL to receive consistent training. Stacy, Andrew and Elizabeth are working on putting segments of GOAL on the Intranet for part-time staff who are unavailable to attend during normal hours. They are also looking at incorporating the one hour new hire safety training into GOAL.

II. Sharing

CONNECT Forum – Buddy Johnson, Chair - DN

Buddy shared with the managers that December 12 was his first meeting as the new CONNECT Forum chair. He indicated that he has learned a lot about the library event coordinator position. Buddy stated that during the meeting there was a library event coordinator panel discussion that included 2 librarians from NW and 1 librarian from DN with Julie Ballou as the moderator. Kay answered questions regarding background information on the position. 19 people attended the meeting.

AL Updates – LaVetta Dent, AL

LaVetta shared that librarian and circulation clerk positions should be filled by the end of the week. 2 librarians started on December 11 and all of AL staff will be hired by January 7. The tentative move in date is January 21.

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Extensions/VI – Aaron Bluit, LO

Denyveta extended thanks to Aaron for his help as supervisor of the extension libraries.

Aaron shared with the managers that he has visited all of the extension libraries and has had the opportunity to speak with each staff member. He informed that everyone has been very open. He also shared that he is serving as interim manager at VI and informed how great and self sufficient staff is. Aaron invited the managers to contact him with any comments or concerns.

Workshops/Training

Angela, DN attended the SGR training at MC on performance measurements.

MLS News

Denyveta informed the managers that Kim Terry shared with the AdTeam a new MLS commercial on eBooks that will begin running on a number of stations next week.

Heidi Port shared highlights about MLS volunteerism with the AdTeam.

Todd spoke with the AdTeam regarding the JN and CH projects. He also shared that ED is in the process of negotiating with a nearby church regarding parking.

Kay Bauman shared with the AdTeam the Strategic Plan outlining materials, services and programs. She informed that library resources include things such as recognizing how to find library resources and connect them. Kay stated that volunteering will be tied into the Strategic Plan.

III. Kudos/Stories

Jana, CH gave kudos to staff who decorated Christmas trees for display in DN atrium.

Angela was excited that DN won 2nd place in the Christmas tree contest.

Barbara is proud of her staff for the great work they did in decorating the WA Christmas tree.

Julie, NW extended kudos to Mallory who issued a challenge to staff to clean the backroom after Thanksgiving. Mallory showed her appreciate by providing Mexican food to staff.

Jana, CH sent kudos to maintenance for bringing the last shelf and assisting in putting all the shelves up. Denyveta shared that it looks great at CH.

Rosemary shared that CT was featured in the newspaper for the Christmas in Choctaw Table. She will forward the article to Denyveta.

Devin, DC gave kudos to staff for assisting with the City of Del City lighting of the Christmas tree. She also extended kudos to the high school volunteers who put bags together to hand out to the 146 kids who attended.

Randy informed the managers that SO will hold their 2nd Christmas pole next Wednesday from 2p-4p so kids can pick a gift for their parents. He extended kudos to Cheryl for organizing the Christmas pole and to SO staff who donated items.

Julie shared that NW is holding their Holiday Open House on Sunday.

Michael extended kudos to Denyveta for establishing Christmas Parties at RE when she served as the manager. He informed that RE Christmas party will be held on next Saturday.

Denyveta gave kudos to the CH, NW, and WA libraries for looking good during her recent visits.

IV. Open Discussion

Priscilla shared that a BI customer presented a photo of their library card and barcode on their cell phone but it would not scan. Customers would need to show ID or may use the express checkout.

Denyveta received an email from Karen Bays regarding a customer and asked if the name Kristopher Blake Henderson sounded familiar. Managers were not familiar with the name.

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PSA/LO Action Items

The managers reviewed the list of LO action items.

Denyveta will continue to conduct site visits. She will continue to combine her shelf check scores with the managers' shelf checks for an average percentage score.

Beginning January 5th, monthly activity reports will be due on the 5th of each month. Nita has already made the change on the LO Calendar and will send the calendar to the managers tomorrow.

V. Reminders/Announcements

- January MLO meeting – January 23, 2013 - CH

HAPPY HOLIDAYS!