

**Manager of Library Operations Meeting**

**Edmond Library**

**July 18, 2012**

**1:30p.m**

***"Your Inviting, Innovative Link to the World"***

**Attending:** Denyveta Davis, Julie Ballou-NW, Barbara Beasley-WA, Rosemary Czarski-CT, LaVetta Dent-VI, Priscilla Doss-BI, Jana Hausburg-CT, Melody Kellogg-ED, Chris Kennedy-MC, Devin McGhee-DC, Michael Owens-RE, Katrina Prince-BE, Angela Thornton-DN and Randy Wayland-SO.

**Guest:** Candace McDaniel, HQ/LO

**Meeting called to order at 1:30 p.m. by Denyveta Davis, Director of Library Operations**

**I. LO Partners**

**Staff Recognition Event – Candace McDaniel, HQ/LO**

Candace shared with the managers that the Staff Recognition Committee is doing things a bit different this year. She stated the committee would like for staff to share stories about the library received from customers. The committee is preparing a keepsake scrapbook for each honoree and will send the managers a questionnaire asking to dedicate a staff member to assist with photos.

Candace stated instead of calling the groups of nominees to the podium, she asked the managers on their thoughts of presenting their honorees with the awards. She shared a list of 81 honorees nominated this year. Chris Larwig-MaC, is compiling clips for a showing during the event at the Cowboy Hall of Fame on November 10 in which the committee has arranged for some galleries to remain open for tours. A string quartet will play during the dinner.

**United Way Campaign – Candace McDaniel, HQ/LO**

Candace informed the managers the United Way Committee's goal is to exceed \$20,000 in donations with 100% participation. She indicated the committee would like to attend one of their staff meetings between August 30 and September 13 to share information regarding committee packets and asked the managers to inform her of a date the committee may attend. This year, the committee will prepare a special gift for every MLS employee.

**II. Creative Moments – Denyveta Davis, Director of Library Operations**

Denyvetta distributed to the managers 5 items of different shapes and sizes for an exercise during the meeting and explained that the goal is for everyone to be connected. She asked the managers to come together in groups and use each item to identify words or phrases that describe themselves and staff. Each group shared their thoughts at the end of the exercise.

**III. Open Discussion**

**Summer Reading**

Denyvetta asked the managers how Summer Reading was going. Managers agreed it is going well and expressed the excitement parents have being able to pick out books.

**Unusual Incidents/Reports/Training**

Denyvetta informed that Linda Hyams, SEC, is scheduling times with the managers for unusual incident training for staff at the libraries. She asked if the incident training from June helped with some of the incident concerns. The managers agreed that training has helped.

**Sundays**

There have been no problems with Sunday schedules and reserves are being processed. The extended hours are going well also. Denyveta asked the managers to be certain the libraries have the same staffing level on Saturdays and Sundays as during the weekdays.

**Innovation Plans**

Katrina informed the managers that BE plans to use the monies towards science and will add to the meeting room dedicated to Shannon Lucid for an exhibit. She informed that Daniel Fields is interested in rockets so kids can learn how to build them. The library will get a scale model of the space shuttle and try to partner with a science teacher to come and teach about science.

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LaVetta indicated having more accessible cabinets at VI as well as getting foot stools for each isle.

Priscilla stated BI will have a robotics challenge during October and November with Lego groups limited to 24 each week.

Barbara indicated that WA librarians are counting money this week.

Julie informed that NW has marketing cards and staff business cards on order through MaC.

**August MLO Meeting**

Denyveta briefly discussed with the managers locations for the MLO meeting on August 15. The managers agreed to meet at the OKC Museum of Arts.

**Other topics**

Denyveta informed the managers the Tulsa Library is closed for now due to bed bugs.

Rosemary, CT asked the managers if they shelve materials according to how the catalog has it listed or by the author. Denvyvetta asked that all locations shelve materials the same to eliminate customer confusion.

Angela shared that she forwarded an email to DN staff regarding work hours changing effective August 1. She indicated that librarians are asking if they have the option to come in at 8:30am and take a 30 minute lunch or do they have to take a whole hour for lunch?

Denyveta explained that the idea is for all of the libraries' first shift to begin at 8:00 am. The purpose of this is so that there is time for a variety of tasks to be performed prior to opening to the public, things such as processing the bookdrop, reserves or staff meetings. It is also helpful for the libraries to be consistent so that staff throughout the organization know when to expect a person to be available. The decision on the length of time for the lunch period will depend on the specific needs and circumstances. It is important to establish a standard so that the scheduling is efficient and effective to meet the needs of the library.

Denyveta informed the managers, for safety purposes, to be sure and schedule no less than 2 staff members to be in the building at one time. Additionally, if at all possible to ensure that one of those two staff members has supervisory responsibility to expedite any decisions should there be a need. For some libraries this includes librarian, associate librarian, assistant manager or manager for other libraries it will also include circulation clerks.

**IV. Kudos**

Denyveta informed that the AdTeam extended kudos to NW staff for being friendly and helpful and also to ED for their signage.

Rosemary passed around a letter from a CT customer complimenting Susan Beasley for her great service.

Jana received a letter from CH customer complimenting Tim.

Barbara extended kudos to Albert, MTC, for watering WA new trees and grass during the hottest peak of the day.

Randy gave kudos to one of SO customers.

Julie gave kudos to NW staff during a fire alarm for their immediate action and amazing job clearing customers out of the building.

**Sharing**

**SO Library update – Randy Wayland, SO**

Randy stated to the managers that the tentative date for SO grand opening is September 25. He and Donna will meet with city officials the morning of July 19. The sorter will arrive the week of September 17. Randy and Diane, DEV will soon meet with the sculpture artist Joe Slack.

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Randy informed that SO has a new assistant MLO, Emily Canniff who will begin her position on July 23. He shared that Emily is from the Boston area with a lot of energy and ideas and has experience working in the New York and Boston area libraries.

Denyveta shared that the City has given a verbal agreement that they will pay the lease to keep the Almonte' Library open but a written agreement has not been received as of date.

**DC Library update – Devin McGhee, DC**

Devin informed the managers that she met with Del City officials and attended the City Council meeting on July 16. She shared that it was a good opportunity to observe what works in the community. She stated that a continuation of the 1-1/2% sales tax voting on the Capitol Projects will be on August 28. They are aiming towards the end of February 2013 for the DC move.

**Workshops/Training**

Rosemary shared that most of CT staff attended the wellness workout. The video is on the Intranet.

**Good Reads!**

Denyveta distributed to the managers the reading list for MLOs and informed that the book titled, "7 Habits" is now a required reading. She asked the managers to share the reading list with staff during staff meetings. Denyveta informed that author, Steven Covey passed away.

Denyveta shared that she is now reading "Read Quiet about Introverts" and "Anywhere Reader: Work in any Environment" by Mike Thompson. She invited the managers to contact her if they would like to read these books.

**MLS News**

Denyveta shared with the managers that a couple who is upset about a spouse not being able to pick up library books may attend the Commission meeting on July 19.

**Library News – Local/state/national**

Jones is in the process of reviewing and selecting an architect.

AdTeam briefly talked about bedbugs at the Tulsa Library.

ALA is making changes in 2013 so all programs can be located at the convention center with a more friendly set-ups.

**Other**

Melody passed around self reserve signage made by MaC and invited the managers to visit ED self reserve area.

**V. Reminders/Announcements**

- Circ Forum – August 1, 2012 – 1:30pm - NW
- CONNECT – September 11, 2012 – TBA
- MLO Meeting – September 12, 2012 – Southwest OKC Public Library
- FOCUS/MLS & Pioneer – October 8, 2012 – Magnuson Hotel/Meridian Convention Center

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"You have enemies? Good. That means you've stood up for  
something, sometime in your life."

-Winston Churchill