

On 7/27/01 at 3:33 PM Doug Bentin <dbentin@mls.lib.ok.us> wrote:  
Minutes: MANAGERS' MEETING, July 25, 2001

Judy Walden called the meeting to order at Del City Library at 1:32 p.m.

The Managers of all Libraries and Extensions were present. Guests and speakers included: Janet Brooks (MS), Scott Carter (PR), Vickie Dooley (FOL), Heidi Johnson (TP), Karen Marriott (MS), Dana Morrow (PROG), Heidi Port (VOL), Pauline Rodriguez (CAT), and BJ Williams (TV PROG). Denyveta Davis, the new Public Services Manager, was also in attendance.

1. Director of Public Relations Scott Carter spoke about Book Pages. He informed the meeting that the new plastic tabletop racks his office would soon be distributing to display Book Pages must be used for that purpose or they should be returned to his office.

He said that the racks should be arriving in September, 2001, with Book Pages arriving the last week in August. Approx. 300 copies will be sent to each full service agency, with each Extension receiving as many as they can use, probably around 25-50 copies.

He told the meeting that the back page of Book Pages could be customized by MLS to promote programming, services, etc., and that his office is open to suggestions.

2. Vickie Dooley, representing the Friends of the Library, spoke on the subject of FOL grants to be awarded for the current FY. She told the meeting that FOL had received \$180,000 worth of grant requests but that only \$125,000 was available, so some grants would have to go unfilled. She distributed a handout with full details.

She then discussed the collection of gift books, reminding the meeting that while the FOL handout for customers says that gift books can be dropped off at SORTING SITES on Tuesdays only, she tells customers on the phone that Thursday morning is also an acceptable time. She then said that 200 boxes of gift books are not an unusual amount for delivery to the sorting site on a weekend.

IN DVS, WHEN PEOPLE PHONE IN, WE TELL THEM THEY CAN DROP 1 OR 2 BOXES OF BOOKS OFF AT LIBRARIES ANY DAY OF THE WEEK. BUT IF THEY HAVE SEVERAL BOXES, EITHER TO TAKE THEM ONLY A COUPLE OF BOXES AT A TIME TO LIBRARIES (DUE TO LIMITED STORAGE AND SAFETY FACTORS FOR STAFF), OR THEY CAN TAKE LARGE BATCHES OF BOXES ALL AT ONCE TO THE SORTING SITE, ON TUES. AND THURS., WHERE VOLUNTEERS ARE THERE TO HELP UNLOAD. correction offered by Ernestine Clark.

She reminded the meeting that customers who inadvertently include with their donations a volume they meant to keep should be told to call her office immediately to hasten recovery. She also said that libraries that want sorting staff to search for a particular issue of a magazine to fill in the circulating collection should call ASAP.

3. Heidi Port, Volunteer Resources Assistant, distributed to the meeting copies of the Oklahoma Volunteer Handbook: A Guide to Laws About and For Volunteers." She can get more copies if they are required.

She then spoke about Volunteer Workshops and handed out an outline of the three workshops already offered.

She said that she would like to add information re Community Service Volunteers, our use of whom has tripled recently.

She told the meeting that our recruitment of Teen Volunteers for Summer Reading is up 29% this summer over last, to a total of 175 vols. A party will be thrown for them at the Del City Community Center on Aug. 2 from 5:30 to 7:30 p.m., and everyone is welcome to attend to say "thank you."

She is also currently recruiting people to read to children at Children's' Hospital. Interested staff and customers should be directed to her office.

She also reminded the meeting that she has money in her budget to be allocated to each agency for staff recognition.

4. Janet Brooks, from Materials Selection, reminded the meeting that seven libraries were funded for books on CD this FY. Agencies receiving these funds are BI, CT, DN, ED, MC, SO and WA. These will be mostly unabridged fiction.

5. Pauline Rodriguez, Cataloging Manager, told the meeting that "Sound Recording" is the designator, with the CD icon, for these books on CD in CyberMARS.

5. Heidi Johnson, Tech Processing, said that they will be sent to receiving agencies in hanging bags because jewel boxes are not sturdy enough to last under normal use.

Ann Aliotta (ED) asked if the cardboard backing in each bag could be a different color than the standard institutional yellow already in use for other sound recordings.

Heidi said Yes, and blue was agreed upon.

These should be arriving in 2-3 weeks.

6. Judy Walden raised an issue discussed recently in a Tech Group meeting. She asked if we are ready to standardize categories in music CDs. Barbara Beasley (BE) said that this would not help unless these were included in call numbers.

Scott Carter asked if it would be alright to standardize the size of letters printed by his office and then sent to agencies to be placed on the spine of video boxes. It was agreed that this would be fine.

7. Denyveta Davis spoke a few words of greeting and congratulated Judy Walden for her many, many years of leadership in Public Services. Judy received a round of applause and appeared suitably modest and grateful.

Denyvetta then said that she would soon be sending out questionnaires to Managers to determine their needs and wishes. She also said that she would soon be scheduling site visits.

She then passed around for examination some items that could be purchased by Managers and given to their staffs to show appreciation. Many of these items can be purchased from the Baudeville catalog, available online at [www.baudeville.com](http://www.baudeville.com)

She said that she is seeking volunteers for Junior Achievement programs in schools, and she is also working on a project to assist with tutoring in schools.

Judy reminded the meeting that Denyveta is still dividing her workday between RE in the mornings and PSA after lunch, and that paperwork can be sent to her at either location.

8. BJ Williams, Television Programming Coordinator, showed a 30 second TV public information spot which has been running on cable TV--especially on Nickelodeon in prime time--to encourage children to participate in Summer Reading.

She also reminded the meeting that book reviewers are always needed for Read About It.

9. Judy Walden then had brief things to say on a pair of misc. topics.

- a. She reminded everyone to conduct an annual fire drill, and to inform Denyveta when this has been done.
- b. Re Internet filtering, she asked that all agencies keep a log of difficulties, informal customer complaints, etc.
- c. Karen Bays (ED) asked if we should send URLs of questionably blocked sites to PSA as well as to Automation. Judy said, "Yes."
- d. Judy said she would issue an e-mail re how to handle customer complaints to clarify the one recently sent out by the Executive Director's office.
- e. A copy of the recent Daily Oklahoman article on MLS filtering was distributed.
- f. Tech Group advises that all agencies make room for ONE COLOR PRINTER THAT WILL BE INSTALLED NEXT TO THE REFERENCE PRINTER at each agency as soon as the new filters are up and running. Draft of a new P&P statement re these printers was handed out. (correction offered by Judy Walden.) Performance Appraisal handout was distributed.
- g. Judy is also looking for agencies which would like to become Safe Places. Each library can become a Safe Place.
- h. Lisa Weissenbuehler (VI) reported on a survey she recently sent out to VI area nursing homes to solicit information re programming ideas for the elderly. This survey is available to any Manager who would like to adapt and use it. She also told the meeting that VI is hosting a tea for new teachers in its service area, to be held on August 7. Rosemary Czarski added that CT is doing the same thing on Aug. 9.
- i. Scott Carter informed the group that Full Circle Bookstore will be sponsoring a reception for the Oklahoma author of "The Knife Thrower's Assistant" on Oct. 18<sup>th</sup>.
- j. Phil Tolbert (CH) added that CH will be holding its 50<sup>th</sup>. Anniversary celebration on Nov. 8 & 10<sup>th</sup>.

Judy adjourned the meeting at 3:15 p.m.

The next meeting will be held at ED on Aug. 29, 2001.

Copies of handouts can be obtained from PSA.

Minutes submitted by Doug Bentin (EXT)