
METROPOLITAN LIBRARY SYSTEM
LIBRARY MANAGERS' MEETING
MINUTES

Downtown Library
December 12, 2001

Present: Denyveta Davis, Judy Walden, Karen Bays, Ann Aliotta, Debra Spindle, Priscilla Doss, Debbie Robertus, Deborah Willis, Gwen Dobbs, Darcus Smith, Barbara Beasley, Randy Wayland, Jack Kinsey, Phil Tolbert, Katrina Prince, Mary Patton, Rosemary Czarski, Doug Bentin, Donna Morris, Dana Morrow, Scott Carter, Ernestine Clark, Jan Reynolds, Jane Carvajal, Janet Brooks, Heidi Port, and Norm Maas.

Corrections to October minutes: Via e-mail, Darcus Smith had been introduced as the new Manager of Ralph Ellison Library

Event Employees (Heidi Port)

These were defined by Heidi as opportunities for library staff to promote the MLS at community events as paid time. The events and staff involvement with them will be coordinated through Heidi's office. This will be scheduled time, but not overtime. There will be strict regulation as to scheduling and the number of staff who may be involved in each event. Hopefully, the results will be a great community involvement with the MLS, and an increase in job satisfaction.

Norm Maas suggested that the greater the amount of lead-time before an event, the better our participation would be. Heidi added that information sheets would be sent by her office to every MLS staff member.

Grants (Ernestine Clark and Jan Reynolds)

Jan is in charge of keeping track of all grants. Copies of all grant requests are kept in files. We will be doing a lot of grant writing over the next year, and Jan needs to know what grants have been requested out of her office; she must have documentation on file. This documentation adds time to the process, so long-range planning is a must. When grants are given, a hand-written "Thank You" note is important.

Replacements (Janet Brooks)

Janet distributed a handout re the new Replacements Interface and announced an Open House in Materials Selection on Dec. 18th. From 9:00 to 4:00. She reminded us that we can continue to practice with the new system until Dec. 19th., on which date our practice items will be erased. We will follow the same Replacement schedule that is currently in effect. Beginning on Jan. 8th. We will need to put the old material we currently have in batch into the new system.

Public Services Calendar (Denyvetta Davis)

Denyvetta distributed the new PSA calendar. She reminded us that we should be holding a monthly staff meeting and submitting the minutes to her by the end of the month. She then discussed some of the contents of the calendar. Overviews:

- Managers' Retreat: Karen Bays and Lisa Weissenbuehler are assisting Denyveta in the planning for Feb. 27th., location to be announced. Denyveta asked Norm to deliver a "state of the union" address, and he accepted the invitation.
- The 50th. anniversary of the Publication of Ralph Ellison's *Invisible Man*. Scott Carter unveils poster advertising the event and told us 2500 of them will be printed. He added that he is hoping to create a 30x60' banner for the Civic Center, as well as a brochure. Gwen Dobbs suggested we make the poster available for sale.
- System-wide celebration of African-American History Month in February. Features will be on our website, on *Read About It*. Mat. Sel. will create bibliographies, and PSA will assist each library is creating a display re Ralph Ellison.

Book Pages (Scott Carter)

Since many libraries say they are receiving too many copies, Scott asked that we let him know how many we need. Randy Wayland told us that SO puts them into book bags at Circ. Desk along with brochures, and that he moves displays of them around in the library. Since most of the titles reviewed/advertised in Book Pages are not in system, we discussed the possibility of placing quick orders through Amazon.com when a title is requested. Barbara Beasley asked why we are promoting Book Pages instead of our publications, and Norm Maas responded that customers like it and that it provides a nice service for our community. Rosemary Czarski asked how these quick

purchases would effect individual library budgets at the end of the FY, and Norm said that he didn't know how this would radically effect budgets.

Updates

- Family Place: Toy orders for parent/child workshops have been sent to Purchasing. MC wants to begin the program in March; ED will assist, and then MC can help ED.
- Child Development Training: OCCC is developing a program and classes to train all Public Service staff in early child development. It was suggested that the class series would last six weeks (this has subsequently been reduced to four weeks) and prepare libraries for becoming Family Place sites. The series of classes will be repeated until all staff has completed training. We should receive CEUs for attendance. Dana Morrow will see if the classes can be offered on Thursday afternoons. Attendance is mandatory for all Managers and Librarians, but all PSA staff may attend.
- Recruitment: Denyveta advised us that when we interview for a new staff member, we are looking for people who are friendly, courteous and smiling; these can be trained in library skills. In future, someone from HUM, Denyveta and/or Judy Walden will sit in on interviews. Managers may still advise, but selection of new employees will be a team decision.
- Long Range Plan: Scott Carter reported that the results of a customer/potential customer survey are in and some are eye opening. The committee is still meeting and the plan should be ready to unveil in February 2002.
- Contact Training: Judy Walden reported that eight Managers have responded and are willing to form the next group to undergo Contact training. Judy will arrange participation based on the order the Managers volunteered.
- Friends of Children Awards: Judy distributed nomination forms.

Norm Maas

Norm requested our assistance in preparing for a new milage election. He said that he wants MLS to be able to continue to offer a solid benefits package to all full time employees, including improved health care, but that this may depend on how a milage election turns out. It needs not only great advertising, but great service. Our customers must think we're not only nice, but acting in their self-interest. Norm asked that we consider who our core users are in every community.

The meeting was dismissed at 3:45.

- Submitted by: Doug Bentin
12/18/01