

METROPOLITAN LIBRARY SYSTEM

LIBRARY MANAGERS' MEETING

MINUTES

Belle Isle Library

January 30, 2002

Present: Denyveta Davis, Judy Walden, Scott Carter, Karen Marriott, Janet Brooks, Pauline Rodriguez, Wanda Scott, Ann Alliotto, Karen Bays, Barbara Beasley, Doug Bentin, Rosemary Czarski, Tim Fisher, Jack Kinzie, Mary Patton, Katrina Prince, Debbie Robertus, Darcus Smith, Debra Spindle, Phil Tolbert, Lisa Weissenbuehler, Randy Wayland, and Deb Willis.

Denyvetta called the meeting to order at 1:32 p.m.

Public Relations (Scott Carter and Wanda Scott)

Scott distributed CDs with templates for creating professional quality printing at library agencies. These include clip art and fonts, every element in its own text box. If agencies want to include a photo in their print productions, sent it to PR and that office will scan it.

Phil asked who would be responsible for multiple copies. Scott answered that PR will provide paper but would prefer the actual production to take place at the agency. PR will match requests for colored paper.

The programs on the CD will have to be downloaded onto agency hard drives; call Wanda or Automation for support.

Scott asks that we send a copy of anything we produce to PR.

Material Selection (Karen Marriott)

Karen reminded the meeting that budget sheets would be due in her office by 2/8. She asked that we display the latest issue of the OCHEC magazine.

Family Place

Deb Willis told us that interactive play events would be taking place at MC every Wednesday in March from 10:30 to 11:45 a.m. She invited everyone to visit a session.

Karen Bay added that ED would begin the program on the second week of April and running for five weeks, with sessions lasting from 10:00 to 11:15 a.m. She said that he has found resource people through the County Health Department, then added that resource people on the subjects of nutrition and movement are hard to find.

Judy Walden said that RE and CH will be next to offer the program in the Fall of 2002. She suggested that Darcus and Phil call on MC for advice and suggestions.

Janet Brooks told us that Mat. Sel. is purchasing Family Planning material for all agencies.

Discussion Topics

Video Projectors: Denyveta said that currently these are order through Outreach. Lisa asked if we could station the four projectors for library use at four strategically located agencies and it was agreed that SO, VI, BI and MC would be the locations.

Cell Phones: We have been collecting complaints re the use of cell phones by the public. Karen told us that ED made some laminated signs asking customers to use their phones in the lobby only. Scott offered to have PR make signs for all agencies. Deb Willis asked for signs warning against food and drink as well.

Teen Link: Randy informed us that SO leaves copies of this magazine of essays, fiction, poetry, etc. written by and for teens out for perusal. It is a national publication that costs \$87 for 30 copies each month. We are to let Karen Marriott know if we want a subscription.

Long Range Plan: This continues to be a work in progress. Judy let us know that our libraries are not doing a bad job but we are setting a new, higher goal and a new direction. Denyveta reminded us that there are lots of reasons people don't need to come to the library anymore, but that we can woo them back through outstanding customer service. Judy added that although we don't always have control over the direction MLS will take in the future, we do have total control over how we react to it and how we direct the process.

Task Priorities: We will be removing as requirements

Long overdue lists

Reviewing of gift books before they can be forwarded; now we can just box them up and send them to Maint.

We will continue to do Checklists until the end of April; after that, they will be done during the annual Mat. Sel. Visit (Karen said that Mat. Sel. must get feedback from librarians, but that they should cc. their managers; Janet suggested a partnering relationship with the Selector.)

Denyveta announced the Managers' Retreat to be held on February 27, from 8:30 to 4:30 in the Board Room at the Cowboy Hall of Fame.

The meeting was adjourned at 3:50 p.m.

Minutes submitted by Doug Bentin