

**Metropolitan Library System
Library Managers' Meeting
Edmond Library
March 27, 2002**

Minutes

Present: Ann Alliotta, Karen Bays, Barbara Beasley, Rosemary Czarski, Denyveta Davis, Priscilla Doss, Tim Fisher, Karen Marriott, Mary Patton, Katrina Prince, Debbie Robertus, Debra Spindle, Phil Tolbert, Judy Walden, Randy Wayland, Lisa Weissenbuehler, and Deborah Willis.

Guest: Scott Carter, Helen Chacon, Anne Fischer, Vickie Golightly, Norm Maas, Karyn Miller, Mike Miller, and Donna Morris

Luncheon meeting – 12:00 – 1:00 p.m.

- Denyveta shared a **VERY** large notebook of handouts from the various programs she attended at PLA, and encouraged other attendees to share their experiences
- Karen Bays encouraged everyone to check out the PLA website for a list of links to print out our own copies of many of the program handouts
- Deborah Willis shared a brief video of a PLA program she attended, "Project Lift."
- There was a lengthy discussion on Contact Training, with most of it focused on the hardships that a course of this length (15 weeks) can cause on scheduling, especially for smaller libraries. Concern was also expressed that it will be difficult, if not impossible to work all public service staff through a course of that length within the length of time set out in the Strategic Plan. Several different people recommended we explore the possibility of contracting with MetroTech or one of the local universities to see if we can offer an Advanced Interpersonal Communications class, which would offer much of the same information, but in a much shorter time frame.
- Denyveta asked all Managers to e-mail her with the number of copies of "The Employee Handbook of Organizational Change" books we need for our Circulation and Reference staff, so that each could have their own copy.

General Meeting 1:00 p.m.

I. Introductions

Denyvetta introduced the two new people in Planning, Helen Chacon, Employee Development Coordinator, and Mike Miller, Researcher. Both shared a little of their backgrounds, and their hopes for the jobs they will be doing in Planning in the months to come.

II. Meeting Time, Strategic Partnerships, Misc. (Denyvetta)

After a brief discussion, it was decided that beginning with the April 24th meeting at Warr Acres (Village will be hosting the June meeting) Library Managers'

meetings will begin promptly at 1:00 p.m., with the networking sessions for managers taking place from 12:00 to 12:55 p.m.

Denyveta passed out a compiled list of Community Strategic Partnerships, based on the information all agencies sent her several months ago. Dana and the Outreach staff will be maintaining this list, and Denyveta will check with her to see how she prefers to receive new or updated information. A request was made to have this list available on the Intranet, which Denyveta and Judy will investigate.

Denyveta handed out a copy of PLA's Strategic Plan, and suggested we compare it to the MLS Strategic Plan to see just how close they are to each other.

Samples of the new Staff ID cards were passed around. Human Resources will be setting up times to come out for the photo portion of the process, and all staff will be given the option of using First Name only or Full Name on their cards.

III. Family Place, Relief Staffing/staff meetings, budget, Misc. (Judy)

Judy discussed the implementation schedule for Family Place programming over the next couple of years.

Denyveta is taking over supervision of the Extension libraries and Doug Bentin has moved to Public Relations as a staff writer. We should expect to see quite a bit of Doug's work in the future.

Relief Staffing

Darlene Browers is the only Traveling Assistant; along with sub librarians like Rondia Banks; Greg has moved to Downtown as a Library Assistant; Debra Jackson is now Secretary of Public Services Administration, and Francie will be with Support Services, though she will still be the main person answering the phones. This will become effective April 1st.

Vinyl Letters

We are trying outsourcing with J & B Graphics.

IV. Library for the Blind and Physically Handicapped

Vickie Golightly – Library for the Blind and Physically Handicapped located at 300 NE 18th serve not just visually impaired or physically impaired, but also some learning disabilities. They can sign up as an institution. (school, retirement center, nursing home) They can handle walk-ins. For broken machines, customers can call and they will send a replacement immediately with the understanding that the broken one will be sent back. Volunteer Services can record specialized materials not already recorded or expected to be recorded; also textbooks

Newsline is telephone access to 50 national newspaper, available after signing up for service. Descriptive video narrates what is happening on the television screen; customers pay a one-time fee of \$20.00 at sign up and they are allowed to get videos of the shows or movies; currently they have about 400 tapes.

Librarians can certify customers to use the Library for the Blind if they meet the criteria.

V. Oklahoma Collection – Debra Spindle and Karen Marriott

Oklahoma collection is changing some. Downtown will be trying to keep last copies of materials, but also extra copies of some standards or bestsellers. (older ones) Genealogy and Juvenile Special Collection will be moving back Downtown. Anything identified for one of the “special” collections should be sent directly to Debra Spindle. Also, send titles on Native Americans, African Americans, Hispanics, and Asians.

VI. Workers’ Compensation – Karyn Miller

Call Human Resources before entering any leave as Workers’ Compensation. We have had a much higher incidence of on-the-job injury this past year than in previous years; quarterly safety checklist can help prevent problems.

VII. Building Projects/Updates – Donna Morris

Choctaw drawing are out; 13 contractors were at the pre-bid meeting; bids will be opened at the City Council meeting on Tuesday. Ground breaking should be in late May and last about 1 hour.

The Downtown Library is about 50% complete. (they are putting up the metal skin) Donna showed the color book for Downtown.

The contract has been approved for a telephone consultant. Managers are to think about where phones are to be located, moved, or if additional units are needed in their buildings.

Norm discussed the need for a service center building to house Maintenance, Tech Processing, Cataloging, Friends, and general storage. He expressed his appreciation of everyone meeting with Don and Todd to discuss their building needs.

VIII. Public Relations/Updates – Scott Carter

Doug Bentin has joined the Public Relations staff. He will be doing a great deal of writing and ramping up the number of feature articles in the local press. We received an ODL grant to “wrap” a bus. Heidi Daniels came up with an idea to offer cut-rate bus fare to library cardholders. On Saturdays, for about four

months, anyone who shows their library can get half off their fare. The Weokie Credit Union is a co-sponsor of "wrap" with us. The design is being finalized.

To market the Teen Summer Reading program, Scott has gotten two tickets to the Brittany Spears concert and a guest DJ spot on KRXX. Any teen that completes the reading program will be entered into the drawing.

Summer reading material is at the printer, and we should be able to have it in agencies by mid-April. Two seminars on making flyers will be held with Jean and Wanda teaching.

The Ellison Celebration continues on April 26 at 6:00 with a presentation by John Callahan, Ellison's literary executor. Ralph Ellison Library will host the event.

There was a booth at Senior day at the State capitol on March 25 and there will be a booth at the Arts festival and the state fair.

The new radio spots should be airing soon. Spoofing "Croc Hunter."

Staff sending email to PR should send it directly to one of the PR staff instead of to the general PR email address.

IX. Automation Annual Report – Anne Fischer

(Complete details can be found on the Intranet)

- ◆ The past years accomplishments.
- ◆ Internet Filtering
- ◆ Commercial CASS software
- ◆ Expanded departments
- ◆ Domain name change
- ◆ Introduction of new web page
- ◆ E-rate
- ◆ Staff Catalog developed and implemented
- ◆ MLS Materials software developed and implemented
- ◆ Track-it
- ◆ Communications Upgrade
- ◆ Form Archiving
- ◆ Maintenance request via Intranet
- ◆ Color printers and scanners
- ◆ Express checkout units
- ◆ Gate-like computers
- ◆ Service calls and computer installations
- ◆ Virus expose
- ◆ Intranet
- ◆ Mail System
- ◆ Oklahoma Images
- ◆ Metropolitan Library.org
- ◆ "Must Do's
- ◆ Future plans

Meeting Adjourned at 4:15 p.m.

Submitted by: Debra Jackson
April 18, 2002

