

**Metropolitan Library System  
Library Managers' Meeting  
Southern Oaks Library  
May 22, 2002**

**Minutes**

**Present:** Ann Aliotta, Karen Bays, Barbara Beasley, Rosemary Czarski, Denyveta Davis, Priscilla Doss, Jean Engebritson, Tim Fisher, Jack Kinzie, Mary Patton, Katrina Prince, Debbie Robertus, Darcus Smith, Debra Spindle, Phil Tolbert, Judy Walden, Randy Wayland, and Deborah Willis.

**Guest:** Heidi Daniels, LaVetta Dent, Jane Humphries, Norm Mass, Karen Marriott, Ric Rea, and Kelly Rhia,

**General Meeting 1:00pm**

Denyvetta called the meeting to order at 1:00 p.m.

**I. Introductions**

Denyvetta had everyone introduce themselves to Midwest City Assistant Library Manager, Jean Engebritson.

**II. Gift Books/Withdrawals, Misc. - Karen Marriott**

- ◆ Denyveta asked that all withdrawals with the exception of uncataloged paperbacks be sent to Materials Selection.
- ◆ Karen asked managers if very many gift books were coming through that had previously been in the booksale. She was informed that there were a few. She asked that staff try to retain National Geographic magazines and fiction books.

**III. Sharing – Karen Bays and LaVetta Dent**

- ◆ Karen informed everyone that the Medieval Knight program was a success. She distributed pictures. Seventy-seven kids attended, and 16-18 staff members volunteered. The University of Central Oklahoma drama department donated the costumes for the event.
- ◆ LaVetta shared examples of flyers she created in Publisher. She stated that the Readers Advisory club has information on how to make bookmarks. She will send a copy to Denyveta for distribution to the managers.

#### **IV. Extreme Reads - Kelley Rhia and Heidi Daniels**

- ◆ Kelley Rhia, Heidi Daniels, and Karen Bays presented a skit about "Extreme Reads" Summer Teen Reading Program.

#### **V. Early Childhood Development - Jean Humphries**

- ◆ Jean discussed her workshop on child development and asked for input from staff members who had attended her workshop. She discussed the stages of child development and described some of the activities that were performed in the workshop. Jean stated that the dialog that develops from the activities is beneficial to parents. She passed out two brochures. At Norm's request, Jean gave a detailed description of her experience and qualifications.

#### **VI. ID Badge Policy, Employment Process Position Paper, and Pre-professional Program - Ric Rea**

- ◆ Ric said by Monday, May 27, 2002, all staff should be wearing their badges and that the ID should be visible. New employees should come to Human Resources within 5 working days to obtain their ID cards. Anyone reporting to work without his or her card will receive a generic card to wear for that day. Volunteers will receive generic cards, which should remain on site. Ric said they will start out by giving each library two generic card, and to let him know if extras are needed. Lost cards will cost \$1.00. Norm commended the staff for doing a good job on ID card development. Darcus asked if Human Resources would be available to come on the weekend to create ID Cards. Ric informed her that it could be arranged. Priscilla asked if managers should destroy ID cards when an employee terminates their employment. Ric asked that all cards be sent back to Human Resources and they will insert them into the employees personnel file.
- ◆ Ric stated that MLS is moving toward team interviewing. He handed out a document describing the employment process. Denyveta will be included on all interviews for Public Services staff. Judy will assist if Denyveta is not available. Denyveta asked that Managers call her to schedule appointments for interviews. She would like for all applicants for the same position and location to be scheduled on the same day if possible. LaVetta asked if Human Resources would put on a workshop concerning hiring issues. Norm stated that Interviewees should be respected and made aware that their time is valued. They should be informed that they shall be called, when they can expect to receive a call, and that the call should be made.
- ◆ Ric handed out a document and discussed the Pre-Professional Program - This program would encourage individuals who hold bachelor degrees to complete a Master of Library and Information Science degree within a specified period of time. Beginning July 1<sup>st</sup>, a new employee without a Masters will be called Associate Librarians, and employee with the MLIS will be Librarian. The term specialist for librarians will be dropped from Librarian positions.

**Young Adult and Senior Programmers, Child Development Class  
Evaluation, Program Statistics, Misc. - Denyveta**

- ◆ Denyveta has compiled (based on input from managers) a list of staff at each library responsible for young adult and senior programming. The list will be forwarded to Managers next week. Denyveta asked that managers email her when they have finished reading the "Change" handbook. The due date for completion is June 30, 2002.
- ◆ There were 93,000 alarms of which 73,000 were false alarms in Oklahoma County last year. Most alarms occur on the weekends. Managers should alert staff and make sure that they have the correct code and follow procedure. The library will be fined for too many false alarms.
- ◆ Denyveta passed out a copy of a revision of manager's Staff Management performance standard.

**VI. CD Genre Classifications, Internet Information Sheet for Customers,  
Misc. - Judy**

- ◆ There was a staff recommendation to develop an information sheet for Internet certification seekers. Public Services presented a draft for libraries to review. Please send feedback within the next two weeks.
- ◆ Judy shared an article on the 55% rule and asked that it be read.

**VII. Open Discussion -Tracer List, Reserve Training, Cell phone usage**

Denyveta discussed reply emails received on tracer list and reserves.

- ◆ Karen Bays discussed a suggestion from her staff that tracer list be completed every two weeks.
- ◆ Priscilla believes that staff may need more training on system reserves. Judy received a call from a customer inquiring why his/her name was removed from the reserved list. Priscilla discussed the need for training with Helen, Planning Office during a recent visit.
- ◆ A customer complains about another customer using cell phone. Ric suggested that staff look at the Help Manual. Noisy customer includes cell phones. Customers should be informed to turn them off or leave the library.

The Meeting was adjourned at 4:45p.m.

Submitted by: Debra Jackson

June 14, 2002