

**Metropolitan Library System  
Library Managers' Meeting  
Midwest City Library  
August 28, 2002**

**Minutes**

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

**Guest:** Helen Chacon, Ernestine Clark, LaVetta Dent, Mike Miller, Donna Morris, Dana Morrow, Anita Roesler, Gerri Price, Heidi Daniels Kelly Riha, Kay Bauman, and Rosie Nelson.

**General Meeting 1:00pm**

**I. Opening/Introduction**

- ◆ Denyveta called the meeting to order at 1:00 p.m. There were no corrections to the minutes.
- ◆ Dana Morrow introduced LaVetta Dent as the new Children's Coordinator at Outreach.

**II. Sharing - Page Interviews-Mary Patton, WA/Lisa W., VI  
WA's Service Plan**

- ◆ Mary passed out information describing how to interview for page positions. She and Lisa performed a mocked interview.
- ◆ Denyveta passed out copies of Warr Acres service plan. It contained photo's of the Warr Acres staff, and some of their activities.

**III. Opening Discussion - Meeting Room Statistical Report**

- ◆ Judy Walden passed out a printout that displayed the mistakes that are being made in the meeting room statistical report. She stated that it took her 12 or more hours to correct all of the errors, and that the majority of the errors were made because information was left out, such as coding or event names. Judy stated that a new system would be developed soon; however, the accuracy of the current information must improved. She explained that if the report is incorrect, the library loses credits and statistics. She asked the managers to please inform her if they believe more training is needed in this area. Mike Miller, PLA stated that there are no codes on the printouts to determine which programs are the summer reading programs. He stated that some people use different titles for the same event. Judy stated that ODL does not have a set standard to use for the programs. She stated that ODL change their needs each year, and that they compile their data different from MLS. It was concluded that new standards should be set for the next report.

**IV. Misc. – Judy Walden**

- ◆ Judy stated that the tech group decided to change the Internet time from 2 hours with a 1/2 hour buffer to 1 1/2 hours per day without a buffer. The change will become effective January 1, 2003. The Tech group decided to cut scheduling of Internet usage from 2 weeks out to 1 week out. The change means that more people can have access to the computers. This will cut down on the amount of time scheduled that is not being used because the customers need to change their scheduled time, or they forgot to attend at their appointed time. Judy stated that Public Relations would promote the change as a positive benefit for the customers. If anyone can think of any ideas that may be helpful in this transition to please send her an email.
- ◆ Regulating the time on the Gates computers was also discussed. Judy stated that any ideas would be helpful, and solicited volunteers to form a committee. Barbara Beasley, Lisa Weissenbuehler, and staff from Belle Isle and Midwest City were volunteered.
- ◆ Judy stated that the Tech Support Group needs a new Circulation representative to replace Lisa Myers. The meeting will be held every other month.

**V. Misc. - Denyvetta Davis**

- ◆ Denyvetta stated that the paperback inventory is due at the end of the month. She passed out several documents: Breaking Bad Manager Habits, The Impact of Perception, How to be an Effective and Competent Public Speaker, and the Code of Ethics and PowerPoint practical. Denyvetta passed around a brochure from the Urban Library Council (ULC) that she received while attending the Black Caucus of the American Library Association conference. She stated that MLS was part of a survey that was conducted by ULC in a report: *Public Libraries Roles and Contributions*.

**VI. Computer Classes, Senior Focus Groups-Anita Roesler, OUTREACH**

- ◆ Anita passed out a report on computer classes, and stated that the percentage of all classes attended was 56%. She stated that people sign up for the classes, but they do not attend. This prevents others from signing up for classes, and the library is forced to decide on either paying for a full class or a half class. Judy stated that classes could be cut in areas that have low attendance. It was discussed and decided that the customers do not value the classes because there is no charge for attending; therefore, a charge of \$5.00 should be access to customers if a class is not hands on, and \$10.00 charge for hands-on workshops.
- ◆ Anita stated that she would like to receive one or two names of senior customers from each library to call and invite to attend a focus group. Dana stated that she would send a brief explanation of the focus group for the staff to give to customers. Anita passed out a flyer from the Oklahoma Literary Coalition, and she suggested that the managers consider joining.

## **VII. Door Count Survey-Mike Miller, PLA**

- ◆ Mike passed out information relating to the recent door count survey. He discussed the counter problems, and he stated that new counters might be purchased later. A door count report will not be submitted to ODL this year because accurate data could not be obtained.

## **VIII. "Generating Effective Teamwork Across the Generations" Helen Chacon, PLA- Deborah Willis, MC**

- ◆ Geri Price, Kelly Rhea, Heidi Daniels, Lavetta Dent, and Rosie Nelson performed skits that demonstrated the differences in generations, and hiring the right person.
- ◆ Deborah Willis and Helen passed out multigenerational literature, showed a PowerPoint presentation, and had the group perform training exercises on managing the four generations.

## **IX. Announcements**

- ◆ Dana stated that Bruce Perry, MD, Ph.D. the expert on brain research, will speak for free at the Cox Convention Center September 19th at 5:30p.m.
- ◆ Denyveta reminded everyone to let her know if they plan on attending Managers night out at Bricktown.

The Meeting was adjourned at 4:05p.m.  
September 16, 2002