

**Metropolitan Library System
Library Managers' Meeting
Midwest City Library
September 25, 2002**

Minutes

Present: Ann Aliotta, Barbara Beasley, Rosemary Czarski, Denyveta Davis, Priscilla Doss, 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, Dana Morrow, Anita Roesler, Heidi Daniel, and Kelly Riha.

General Meeting 1:00pm

I. Opening/Introduction

- ◆ Denyveta called the meeting to order at 1:00 p.m. There were no corrections or additions to the minutes.

II. Kid's Club - Randy Wayland

- ◆ Randy stated that the Southern Oaks staff went to Crossroads Mall for National Library Card Sign up Month. Crossroads Mall has a monthly Kid's Club that meets on the first Tuesday of each month at 11:00am and 6:00pm. They have children performers from Oklahoma Kids. The performers sing or dance for the group, and Sammy the Salamander from Cox Communications is on hand for the kids. Each month they celebrate birthdays and have a drawing for prizes. In addition, there is a book review and a drawing for the book. SO staff plan on attending Kid's Club each month to promote the library and its programs. The next Kid's Club will be October 22 to celebrate Halloween. There will be a costume contest that evening. Randy also asked if anyone has a Santa Claus suit that they could borrow for "Santa at the Library."

III. Opening Discussion

- ◆ Lisa Weissenbuehler stated that she believed that the manager meetings are too long, and that she thought that the meetings were establish so that the managers could get together and discuss the issues that were coming up systemwide. She said that the training that has been scheduled during Manager Meetings has not allowed time for discussion, and she is not sure what the goal of the training is. Denyveta stated that when she began her new position she asked managers to respond to three questions, what should PSA continue, stop and start. Some of the feedback received indicated that the managers wanted more training and more time to network during monthly meetings. Denyveta stated that the managers meetings where

structured according to the feedback she received. Debra stated that she did not realize that the training was a result of their suggestions. Barbara stated that some topics are not brought up for discussion because the agenda is already full. The managers agreed that they do not mind training, but they would prefer not to receive it every month. Deborah Willis stated that it would be helpful if they could receive the INFORMATION in advanced and perhaps only received training every quarter.

- ◆ Lisa asked for clarification on the coordinator's duties. Judy stated that Children programming Specialists were hired a few years ago and that their duties were to provide programs around the system. She said that Norm wanted a children's coordinator, not just someone doing programs; therefore, a change was made. The children's program specialist will not be going out providing children's programs. They are in the process of making changes because they had planned programs and people did not show up. Barbara asked what were the coordinator's coordinating? Dana stated that the children coordinator is looking at materials and services and coordinating programming for children. The Young adults coordinator coordinates the young adult summer reading programs, and the young adult boards that they are going to be individually developing all over the county. Dana asked that she be informed of everyone's needs; however, this does not mean that they will be able to find enough people to meet everyone's needs.
- ◆ It was suggested that the new relief staff hired by Public Services be trained to do story hour. Judy stated that Lavetta need to be involved in discovering the needs and solutions to their problems. Lisa stated that Lavetta was extremely helpful to her because their library had eight people signed up to attend a program, and thirty-four people showed up. Dana stated that LaVetta had also been helping out at Ralph Ellison. Phil stated that he was extremely please with the help he has received from Kelly. Karen Bays stated that Jane Bernier had done wonderful work for them and that Rhonda Banks is also very good in this area. Rhonda is interested in more opportunities to develop her skills. Judy asked LaVetta to develop a resource list of people available to help with programming. Barbara stated that the libraries did not need people to tell them what programs to do, or add more programs, because they were already stressed out. They need people to do the programs. Adding more programs means that they have to plan for more programs, take people off the desk, and deals with other problems such as people not coming to work. Dana stated that Lavetta would come around to each library to find out how to meet everyone's needs. Lavetta stated she had not heard about the problems that the libraries were having or else she might have been able to help. She stated that she would like to meet with each manager.
- ◆ Barbara stated that if there are going to be a lot of systemwide programs, they should be planned early so that her staff does not plan a program during the same week. She asked if all the programs are going to be coordinated through programming, or are libraries suppose to do their own programs. Dana stated that things would be done as usual. Barbara stated that she needs at least three months lead-time. It was stated that Alma is willing to provide programs, but would like the favor returned. She would

like for someone to come to her library and provide a program. Lisa asked if all the coordinators would be attending the Managers meeting. Dana stated it depends on what was going at the time. Lisa stated that she would like for the programmers to speak with them for about 30 minutes at the next manager's meeting. Dana asked everyone to bring notes about adult, senior, and children services.

- ◆ Denyveta stated that if anyone has topics for discussion at the next manager's meeting or would like to offer feedback, to call or email her.
- ◆ Karen Bays asked if anyone knew when the Meeting Room Reservations program would be complete. Judy stated that Jim might have it finish this year.
- ◆ Debbie Robertus asked when would the libraries receive the new gates computers. Judy stated she was not sure, but she will let everyone know when she receives this information. She stated that Automation only has one tech instead of three. Debbie Robertus stated that there should be more open communication so that everyone knows the reasons why things are not moving forward.
- ◆ Ann Aliotta asked that people not be referred to the Genealogy Collection at Ralph Ellison Library. It was decided that because of the delay on the completion of the New Downtown Library that the genealogy collection should be moved Downtown. Debra Spindle stated that the collection would be located in the France room and that the City Directory, Newspaper, and Census Records that are on microfilm will be located downstairs where the readers are. She stated that they only have the Oklahoma census at this time. She said that once Downtown gets everything organized, she would let everyone know what is in the collection.
- ◆ Karen Bays inquired about delay in the Downtown library.

IV. Public Libraries (Articles) & Misc. - Denyveta Davis

- ◆ Denyveta stated that in the September/October 2002 issue of the Public libraries magazine, there is an article titled: "The Benefits of Using an Unchanging Agenda at Library Staff Meetings. It gave tips on using the same agenda at each meeting. Another article titled "Youth Development in Libraries," talks about the Phoenix Public Libraries and other issues dealing with youth. Copies will be provided to those who are interested.
- ◆ Priscilla stated that Belle Isle's copier has not been working for two weeks, and Debra Spindles asked if there are plans to upgrade the Window programs. Denyveta informed Priscilla and Debra that that she would check on the status of replacing the copier and upgrading Windows.
- ◆ Denyveta passed out the list with the locations for next year's managers meeting which included the Choctaw Library.
- ◆ She also passed around a pamphlet that she received from Dale Carnegie for a free training session to be held October 22 at 6:28pm. She stated that she would make copies of the pamphlet for everyone.
- ◆ Denyveta shared an article from the Mid-Del News highlighting Shellie who is the Young Adult and Senior Librarian, and she stated that there was an article in the Edmond Sun about the statue, "The Reader," which is located

outside the Edmond Library. In addition, there was an article about the Comedy Commodores. She passed around the articles.

- ◆ Denyveta stated that she is working to develop the Gates scheduling committee and that they still need one or two more members and a chair.
- ◆ She stated that she has information regarding the six new relief staff availability for work, so please send her your request for relief help. She asked everyone to send time records for relief staff in on time.
- ◆ Denyveta stated that Francie asked that each agency sending books to Public Services indicate which library the books are coming from so that she can add the information to her logs.
- ◆ Denyveta said that Public Relations will begin sending out paper for flyer and that there will be eight colors to choose from. Any library that needs additional colors would purchase their own.

V. Misc.- Judy Walden

- ◆ Judy stated that the Genre classification of music CD's will be implemented shortly and that more information will be provided at a later date.

VI. Friends Membership - Vickie Dooley

- ◆ Vickie stated the Friend's membership drive has begun and that the Circulation Clerks were wondering if they could accept payment for Friend's membership from customers. After discussion, it was decided that Vickie would send Friend's envelopes and membership applications to each library. Only checks should be accepted and forwarded to the Friends' office.

VII. Early Childhood Brain Development - Highlights from public lecture - Dana Morrow

- ◆ Dana stated Dr. Bruce Perry was a phenomenal speaker. He spoke about how critical the first three years of life is in a child's development, and that all entities must contribute and come together to create a healthy community. She stated that once the libraries get more information on this topic, she hopes that it is passed on to all staff members. Everyone should be thinking of ways that the libraries can make a difference in communities.

VIII. Putnam City Academy Project - Heidi Daniel & Lavetta Dent

- ◆ Heidi and Lavetta discussed the project and shared their experience of working with teen mothers. The program was an overwhelming success!

IX. How to be the Person Successful Companies Fight to Keep, Part I - Helen Chacon

- ◆ Helen facilitated the training session which including an opening discussion, viewing of a video by Connie Podesta, and group training exercises.

The Meeting was adjourned at 4:05p.m.
Minutes submitted October 21, 2002