

**Metropolitan Library System  
Library Managers' Meeting  
Southern Oaks  
April 23, 2003**

**Minutes**

**Present:** Ann Aliotta, Karen Bays, Barbara Beasley, Rosemary Czarski, Denyveta Davis, Priscilla Doss, Jean Engebritson, Daphene Keys, Jack Kinzie, Dana Morrow, Mary Patton, Katrina Prince, Debbie Robertus, Phil Tolbert, Judy Walden, Randy Wayland, Deborah Willis, and Lisa Weissenbuehler.

**Guest:** Scott Carter, Heidi Daniel-Morgan, Lavetta Dent, Anne Fischer, Cheryl Mann, Karyn Miller, and Eddie Terry.

**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.

**II. Program Promo - Randy Wayland**

- ◆ Randy showed a video and stated that Southern Oaks Library will be hosting the Seattle Band, Blood Hag on 5/13. They will hold a concert outside and are planning a poetry reading before the band plays. They also hope to have a local skateboard shop come by and do a demonstration. Heidi Daniel-Morgan stated that advertising for the event will be on two radio stations and that Carl's Jr. will provide free hamburgers at the concert. Randy invited everyone to come out.

**III. Library Card Applications - Cheryl Mann & Eddie Terry, Automation**

- ◆ Cheryl Mann discussed the need to receive library card applications daily. She said it is important that all applications are initialed and sent in daily to her and suggested that it be part of each library's closing procedures. She stated that she scans the applications by dates to make them easier to locate. This means that she needs to receive all of the applications at the same time. She said she will accept problem applications and suggested that staff make a copy of the problem applications and put a note on the page that they send in informing her that there was a problem. She asked that any missing information or any questions that she may have about an application be responded to as soon as possible and that the school visits be marked and sent together. Lastly, she asked the staff to encourage the customers to use black or blue ink when filling out card applications and Internet agreements. She stated that this especially important when obtaining signatures because the scanner does not scan all colors. Denyveta stated that for the last three months Cheryl has tracked the number of

applications turned in. She asked Cheryl to communicate with each library if there are any consisted problem. Denyveta passed out documents that showed the number of times each library turned in applications. The monthly data entry report prepared by Automation will include daily statistics on applications turned in. This will allow managers to see where the problems are so they can be corrected. She stated that there is training available that focus only on card applications if needed. Eddie stated that problem occurs when the applications are held overnight to be checked for errors, so Automation would prefer to have them rather than the staff holding them. Eddie and Cheryl stated that they are open to suggestions and feel free to call.

#### **IV. Read\*Y'All Campaign**

- ◆ Scott distributed handouts and showed a PowerPoint presentation on Read Y'All Campaign. He showed a Read Y'All poster featuring Governor Henry and his wife, and stated that Read Y'All pins would be available at the end of the month. He said that the poster is at the printer, 5,000 posters will be printed, and each library will receive as many as they would like. He said there will be Read Y'All T-shirts, coffee mugs, bumper stickers, etc., and that the Metro Transit bus will be re-wrapped to include Read Y'All. PR is thinking about purchasing Read Y'All flags with plans to fly one at the State Capitol. He said a Read Y'All web site will be built that will offer links to various literacy events and resources. Dana said to call Anita for literacy Links and resources. Scott stated that if anyone has ideas or resources to please give him a call.

#### **V. Summer Reading, Neighborhood Arts & Parent/Child Workshops Rotation Schedule – LaVetta Dent, Heidi Daniel-Morgan & Dana Morrow**

- ◆ LaVetta pass around a checklist of summer reading supplies and passed around a completed schedule for Neighborhood Arts which starts May 27<sup>th</sup> this year and ends July 31<sup>st</sup>. Dana stated that it is important that bottled water is provided for the performers, the rooms are ready to be setup, and that the sponsors are recognized. She asked everyone to call Outreach if there is a problem. It was suggested that the surrounding libraries rotate offering the Parent/Child workshops for spring 2004/2005, and that they share flyers. LaVetta presented a proposed rotating schedule.
- ◆ Heidi Daniel-Morgan passed around a schedule of all the performers at each library for teen summer reading and went over the programs. She stated that the theme for this year is "Culture Shock." She said each library would receive bright orange "Culture Shock" t-shirts to give away and that they will have more prizes. The prizes include: food coupons, baseball tickets, Barnes and Nobles gift certificates, Harry Potter novels, DVD players, and a drawing for the Justin Timberlake/Christina Aguilera concert. It was requested that the staff be reminded that the coupons are not for personal use.
- ◆ Dana stated the literacy team is still meeting and they came up with the 5-point plan to help children succeed by six. She said that one of the proposals was to develop guidelines that could be taken to ministers, pastors, business people, and physicians to encourage them to persuade families to read to

their children. She said PR created a brochure that will have a button with it which can be mailed. The brochure explains the importance of reading to children. She asked that anyone who speaks to a minister or group leaders send her an email so she can see what kinds of contacts are being made.

## **VI. Open Discussion**

- ◆ Denyveta passed out the cash audit report for the managers to share with their staff. She shared a newsletter from Midwest City, an event flyer from Warr Acres and information about the book club from Choctaw. She stated that the Friends grants should be sent to her in PSA by April 30<sup>th</sup>.
- ◆ Barbara stated that Bethany library purchased art at the Arts Festival with a Friends grant and that the artist was a customer of the Bethany library.
- ◆ It was discussed and concluded that weather band radios are not working at Belle Isle and Capitol Hill and that everyone enjoyed receiving the "Government in the News" emails from Ursula.
- ◆ Judy stated that she is looking over the printing survey and addressing issues that appear to be problems. She said that major signage needs have been delayed because completion of the new Downtown library has been delayed. She stated that work on the signage for the new library has begun and we are going to use the same design for the system.
- ◆ Denyveta stated that she wants to make sure everyone is on the same page as far as casual Friday by wearing MLS T-shirts, fling t-shirts or something MLS related. She stated that once a month new employee will be able provide their own t-shirts and that the library logo can be added for \$4.33 which includes tax. She said this would enable new employees to be in compliant with the dress code. She stated that there will be a t-shirt order due May 2 and she asked the managers to encourage their staff to buy t-shirts so that they can participate in casual Friday. Karen Bays asked if the staff could wear other library related t-shirts on Fridays to promote the Librarian profession. Denyveta stated that the staff who wears jeans on casual Friday must wear a MLS related shirt. Debbie Robertus stated that when she addressed the question to Judy a while back, Judy stated that as long as the staff has on a shirt that is appropriate for the week they can wear it with jeans. Judy stated she would prefer that the staff have a library related shirt on if they are going to have jeans on, and said she is not sure what her thoughts were when she had the discussion with Debbie. She said that the staff is welcome to wear regular attire on Fridays, but if they are going to wear jeans on casual Friday, they need to be wearing a MLS related shirt. Eddie Terry asked for clarification about wearing jeans during the week and if the policy included staff working in non-public service areas as well as service areas. Denyveta said she believes there are exceptions for tech processing and cataloging, and Judy stated that the staff could only wear jeans if they are never in a public service area.
- ◆ Denyveta discussed the Gates Scheduling Committee's report which she had previously sent to managers. She thanked the members of the committee for their efforts and gave a special thanks to Tim for his work on the final report. The committee found that each library had a scheduling method that

worked and would not recommend a centralize method. The committee recommended that the issue be reviewed again in two years.

#### **VII. Safety Training – Karyn Miller & Anne Fischer**

- ◆ Karyn Miller passed out pamphlets and posters on Carpal Tunnel Syndrome, and asked that the exercise posters be posted. She stated that the staff should be encouraged to do the exercises and that the Managers must begin enforcing restrictions (staff who have been injured and have work related restrictions). Karyn brought and showed samples of various wrist braces.
- ◆ A video on “Carpal Tunnel” exercises was shown and managers participated in the exercises.
- ◆ Anne stated that the safety committee meets six times a year, and at the end of each meeting they walk through all the libraries for safety violations. She explains the various things that they look for when doing an inspection such as extension cords laying across walkways, open drawers, papers on the floor, unlabeled bottles, spilled water, open box knives, and overloaded power strips. She said that there is money in the budget to purchase new stepladders with rails for each library. Judy stated that she would like for the manager to participate in the safety inspections when the safety committee meets at their library. The next safety committee meeting is 5/13 at Midwest City.
- ◆ Mary Patton shared some of her ideas for emergency fire drills at Warr Acres.

#### **VIII. Miscellaneous**

- ◆ Phil Tolbert passed out tickets to Southwest Senior Expo that will be held at the fairgrounds. He shared pictures of the Ukrainian egg art program, and passed around information on how to contact the instructor for further demonstrations. He discussed the upcoming “Primavera Festival” weekend that is sponsored by the Capitol Hill Main street organization, and stated that the library is working with them. He stated this would be a great opportunity to promote the summer reading program. He said that they will have a moonwalk, a petting zoo, and Chester the Clown. Phil said that it would be an all day event beginning at 10:00 a.m. and ending at 10:00 p.m. The library part will be from 8:00 a.m. - 5:00 p.m.
- ◆ Randy stated that during a program last night Professors from UCO OU, OCCC came to Southern Oaks to talk about their film programs. He said some of the students brought and showed their films. He stated he would like to continue to do similar programs semiannually or annually.

The Meeting was adjourned at 3:30 p.m.

Minutes submitted May 20, 2003

