

**Metropolitan Library System
Library Managers' Meeting
Midwest City Library
August 27, 2003
1:00pm**

Minutes

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

Guest: Kay Bauman, Scott Carter, Dana Morrow, Mike Miller, and Ric Rea.

I. Opening/Introduction

- ◆ Denyveta called the meeting to order at 1:00 p.m. and asked if there were corrections to the minutes from the July 23rd meeting.

II. Open Discussions

A. HIPAA Q & A

- ◆ Katrina asked Ric if she was correct in her understanding that the "burden" is on the employee to not tell about a medical condition, as opposed to the "burden" being on Managers to not ask -- Ric agreed with this assessment.
- ◆ Ric said that Human Resources has put together a summary sheet of the information from the last X-Change meeting, which he distributed. Since a number of people missed the X-Change meeting on this issue, Human Resources will be scheduling a few makeup sessions. The basic rule of thumb for supervisors is to keep employee medical conditions confidential. If an employee wants co-workers to know their medical condition, they can tell others.
- ◆ Debra Spindle asked if the supervisors are responsible for informing the staff about this, or if something else is being done about it. Ric said that at this point they have met the federal requirements for training the supervisors. He said that they could probably do any training deemed necessary from the handout that they received at the eXchange meeting. Ric stated that employees only need to be informed that the HIPAA rules are in place. A plan of action will be e-mailed, probably from PSA.

B. Smoking Restrictions - New Oklahoma Statute

- ◆ Ric stated that Don Updegrave has created 100 signs that meet the requirements of state law. Debra Spindle stated that the law says nothing about "No smoking within 25 feet of doors." Judy passed around a sign up sheet and asked everyone to indicate how many signs they would need that indicated the mandated distance.

C. Safety Policy - Judy Walden

- ◆ Judy mentioned the updated Safety Policy. Please let her know if there are any questions about the draft.

D. Staff use of computers in the back room for personal use

- ◆ Priscilla asked a question about the policy in place that states that personal use of library equipment on personal time must be done at a public terminal. She stated that this can be a problem when customers recognize staff and interrupt them on the floor. Priscilla asked that this policy be revisited in terms of staff being able to use the backroom computers when they are not in use and they are on their own time. Ann Aliotta said that Edmond allows their staff to use staff computers if they are not needed. Debra Spindle said that they have had to deal with this Downtown as well. The general consensus is that everyone follows the policy in general, with adaptations allowed for each agency's situations.

III. Sharing

A. Summer Reading Stats 1974-2003

- ◆ Denyvetta passed around a chart showing the Summer Reading statistics for the last 30 years. There was a question as to why the numbers spiked in 1990 & 1991. Rosemary mentioned that the reading requirements were lowered for this time period, and that they were lowered again in 1993 and 1994.
- ◆ Scott gave a brief explanation of the differences between the Metropolitan Library System program and TCCL's program. This past summer TCCL signed up approximately 37,000 kids, and there are some significant differences in prizes, such as family fishing trips to Maine, Game Boys, bikes, and even inflatable dinosaurs for every child who signs up. They average 3,000-4,000 children signed up per library! They received very strong support from the Tulsa World. Scott has talked to Planning about putting the sign-up form on the website, so customers can fill out the form online and then bring them in to the library.
- ◆ Barbara asked what Tulsa does after sign-up, and Scott said that they have required reading levels still, with tiered prizes, and the child's name is entered into drawings. Tulsa had a higher completion rate than MLS. Scott stated that the library already have a commitment from Face First, a bike shop in town, to donate bikes to be given away in drawings. Apparently the owner was illiterate until the age of 65 and feels very strongly about doing this.
- ◆ LaVetta is currently putting together a task force to work on prizes and promotions for next summer.

B. Staff Reading Program - Debra Spindle - Downtown

- ◆ Debra Spindle stated that this summer the Downtown staff created a Summer Reads list. The staff posted the titles, and a 3 or 4 word review of everything they read over the summer.

C. Special Storytime - Deborah Willis - Midwest City

- ◆ Debra Willis stated that on Sept 10, at 5:30 there would be a special storytime at Midwest City with Belle from Disney on Ice, thanks to the efforts of Scott and Cox Communication. They will be giving out passes to the Fair, and Borden & Krispy Kreme will give out milk and donuts.

D. Library Service Plans

- ◆ Denyvetta passed out the plans for 2004-2005 for everyone to look at and get ideas.

Cooperative Efforts with MetroTech –

- ◆ The library received a glowing letter from the coordinator at MetroTech complimenting us on the cooperation they have received from each of the libraries involved in the ongoing public computer classes.

Recognition –

- ◆ Denyvetta handed out certificates to those who have trained recently, either as a student or as a trainer.

IV. Reference Survey - Mike Miller

A. Reference Survey –

- ◆ Mike discussed the Reference Survey results. Planning has set up a rotation schedule for the surveys that are done on a two-year plan. It is time to do another Reference Survey. The last one was conducted in the fall of 2001. This time it will not be spread out over a 7-week time period, but in a two weeks span. During the week of September 29th it will be held on Monday, Wednesday, and Friday. During the week of October 6th it will be held on Tuesday and Thursday. The Extensions will be included. Planning would like to complete this survey before Choctaw, Luther, and Downtown move into their new locations. The same tally sheets may be used as last time. It specifies whether library usage was in person or on the phone. The day is divided into 3-hour time blocks. It has not been decided how detailed the information needs to be. This information will be provided later.

B. Summer Reading Survey –

- ◆ After attending a joint meeting with ODL and TCCL to plan next summer's reading program, Scott asked Mike from Planning to develop a survey for customers on Summer Reading. Traci has created a flyer to advertise this to customers, and it should be up on the Zoomerang web site by the end of this week (the link is on the library web page.) Mike sent out the questions to Managers over a week ago for input. Everyone should receive the flyer in the mail in the next few days. If there are any questions, call Mike. Please ask staff to promote the survey, so there will be a good response rate.

C. Two year survey rotation schedule –

- ◆ Mike showed the schedule of surveys covering the next several years, and

stated that the information is available on the Intranet site.

V. Room Manager Software

- ◆ Kay Bauman stated that the 9/11 deadline for having all the FY 2003-04 bookings updated will be reset later. She said not to worry about it at this time because there are problems with the servers. She stated that Automation is considering software changes that permit money entries through VCirc and Room Manager, which will have an impact on the level of training each library may need. Kay discussed some of the things that can be done with data that can be exported from Room Manager to Excel. She informed everyone that the Working Smarter with Excel website has some good information and tutorials. Please use the password found in the middle of one of the issues to log on and search their archives.

VI. Announcements

- ◆ Rosemary stated that they should be moving into the new Choctaw building the week November 18th. Heidi Port will be sending out a request for volunteers. A soft opening is planned for November 24th, the Grand Opening on December 4th, and a Children's Day on December 6th.
- ◆ Katrina said that a lady called Del City about some e-mail she received stating that she had overdue materials, allegedly from Del City Library. The third e-mail appeared to be from Oklahoma County Court stating that charges had been filed. It turns out that it was a joke, and there is a link to the site that sends these types of emails out.
- ◆ Scott stated that at 1:30p.m, September 19th, the Read Ya'll campaign would be held at the Capitol building, in the Blue Room. Gov. Henry and the First Lady will be attending. Scott would like Managers to attend if possible.
- ◆ Denyveta reminded everyone that the online registration for PLA will be available September 2. She will be talking with Anne Hsieh about setting an early registration deadline for us. PLA is in Seattle in March.

The Meeting was adjourned at 3:30 p.m.
Minutes submitted September 11, 2003