

**METROPOLITAN LIBRARY SYSTEM  
LIBRARY MANAGER'S MEETING  
Village Library  
October 22, 2003**

**12:30– 12:45p.m.**

**Construction Update (PowerPoint Presentation) - Todd Olberding**

Todd greeted everyone and began his presentation on the current building projects. A successful building project requires equal support from the Owner, Contractor, and Architect. Todd's role is to try to assist in the communication process between the three groups, in addition to the end users' needs.

**Downtown update** --Todd gave a virtual tour of the Downtown construction. After the building is turned over to the library system, the library still has to install the audio/video & paging systems, relocate the main frame, install the phone system, install shelving, bring in the furniture, complete the children's area, put up all the signage, install the security system, relocate staff offices, and move the collection. If the contractor is right about when they will be finished, and if the library can get their parts done in 3 months, then it should be able to open in April.

**Choctaw update** -- Choctaw library will have a computer lab with 7 computers. Roofing began in early July; exterior masonry work is done; the parking lot has been poured; the contractor still thinks they will be substantially finished with their work by Dec. 1<sup>st</sup>. Todd thinks that the Choctaw library staff can begin moving in during January, with the opening planned for February.

**Luther update** -- The building purchased by Luther for the new library used to be a candle shop and video store. Some interior demolition work has already been done, and it already has a handicapped ramp. The library system will be putting in 3 windows to bring in some natural light, and will approach OK County to put in a parking lot. Todd thinks it is possible that the building could open by the end of the year.

## **A G E N D A**

**1:00p.m.**

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

**Guest:** Veronica Bernal, Scott Carter, Crystal Giles, Clyde Herrod, Paula Hannapel, Jana Hausburg, Karen Marriott, Todd Olberding, Pauline Rodriguez, Jill Vessels, Ursula Ward.

### **I. Opening**

#### **Review of Minutes from September 24, 2003 meeting**

- The minutes were accepted as printed

#### **Presentation by Cataloging Staff**

Pauline and the entire Cataloging staff came to the meeting to thank everyone for their help throughout the year.

- Clyde Herrod presented the Inventory Control award to Capitol Hill.
- Jill Vessels gave Southern Oaks the Good Routing & Marking of Gifts award, as well as a personally written poem.
- Paula Hannapel presented the Quick Filling of System Reserves award to Belle Isle.
- Veronica Bernal presented another award for Good Marking of Gift Printouts to Choctaw.
- Crystal Giles presented the Good Routing award to Del City, which was accepted by Denyveta since Katrina was on vacation.
- Jana Hausburg presented an award and an original poem to Edmond for Always Temp Loaning Materials.
- Ursula Ward presented the Downtown library an award for Assisting in Processing Government Documents.

### **II. Open Discussion**

#### **Reference Survey/Other topics**

- Karen asked some questions based on a recent Reference meeting: At what age would it be OK leaving an unattended child outside the building at closing? Denyveta and Judy stated that there are not any hard & fast rules for this, and that it should be judged on a case by case basis. Priscilla stated that they hesitate to leave any child alone, or even an adult female, since they're on NW Expressway.
- Debra Spindle asked for further clarification on the unattended child issue: she thought the staff was supposed to call the Police in those situations. Again, this should be done on a case by case basis. One thing to keep in mind is that there should always be 2 staff members staying late, to prevent

any problems with false charges being made.

- Rosemary asked if the library system is liable if the child is outside the building waiting for a ride, and they are hurt while outside waiting. Judy told her that her opinion is that if a child has left because of a closing announcement, then we probably have the same liability as if they were in the building.
- Another question they had was whether everyone is getting Yahoo Messenger and/or the Yahoo toolbar downloading onto the public computers. The general suggestion was to take the issue to Tech Group.

### **III. Marketing and Communication Update - Scott Carter**

- Scott stated that the Spoticus costumes have been ordered, and will soon be ready to be reserved through the MAC office. They are two different sizes (one tall, and one shorter.) They should be ready by Choctaw's opening.
- Scott said that the Norman Museum of Natural History has joined as a summer reading sponsor, and the Blazers are very interested as well. Krispy Kreme and Borden will be back. Al's Bicycle has joined as a sponsor, and they will be donating one mountain bike per library as a prize.
- The library system got a great price on outdoor advertising, so there will be billboards for the first time. They will have Spoticus, and the tagline "Free to a Good Home". They will go up on November 21st and stay up through the end of the year.
- The library is a sponsor for "Haunt the Zoo." Scott has sent over lots of card applications and bags with library materials in them. The library will have a booth with KMGL, and while their station staff will be manning it, if any of the staff would like to help out, let Scott know ASAP.
- The Oklahoman has changed its format, and they are beginning to pay much more attention to the Library system. They will have a reporter attending every Commission meeting, so be aware of that if you have to speak at one of them.
- Scott stated that there is a new section called "Just For Kids" that will run each week listing 5 programs throughout the system that are for kids. The library system may be getting phone calls to check facts for those listings. They are also putting in the calendar listings for programs.
- Scott says MAC is entering a really tough time, with 3 libraries opening by next spring. So if there is an urgent project, let them know as quickly as possible.
- Let Scott know if any bookmarks are needed, because MAC still has approximately 55,000 left to distribute.
- Scott thanked Karen and her staff for hosting a recent program of British Mystery authors.
- The new bus wrap is "rolling" now, and it's bright red. The library will have the discount bus fares again, and Scott is working on getting coupons.
- Scott is trying to schedule a photographer/ videographer for a recruitment video. The script was written by Doug, so it is pretty interesting.
- Scott reminded everyone that the library would be doing a pretty intense publicity push over the next 2 months, in print, radio, and the billboards.

#### **IV. Sharing**

##### **Kudos - Denyvetta, PSA**

- Denyvetta handed out training certificates to Daphene and Phil for recent workshops they attended.
- Denyvetta also expressed the appreciation of PSA for all their cooperation, and handed out personalized notebook covers saying "Library Manager, Metropolitan Library System", and "Assistant Library Manager, Metropolitan Library System."

##### **VI Highlights - Lisa W., VI**

- Lisa told everyone about the new meeting room chairs, being fully staffed, and the Manga art on the windows in the Young Adult area. She said that two Village staff are planning to begin their MLS degree in Spring 2004, and the new YA librarian took Comps last Friday. Sometime in December the Village staff will be planning a party to celebrate Emily Williams' and LaVetta Dent's graduation from OUSLIS.

##### **Book Review - Lisa W., VI**

- Lisa gave a brief oral review of "301 More Ways to Have Fun at Work," by Dave Hemsath, bib # 577 6786.

##### **Training Highlights - Barbara Beasley, BE**

- Barbara spoke about a recent 3-day training workshop, "Principles of Trainer Excellence." She handed out a copy of the Table of Contents of her training manual, as well as some key points. Barbara is supposed to be talking to Helen Chacon in the next few days to see if this workshop is something that could be condensed for MLS training.

##### **Subject Headings for Periodicals - Debra Spindle, DN**

- Phyllis Davidson has created a subject index for system periodical holdings. Let Debra know if you would like to have a copy of the index, either electronically or in hard copy.

##### **Bibliography - Rosemary Czarski, CT**

- Rosemary gave everyone some information about a bibliography she created on Reading Aloud and Storytelling.

##### **40<sup>th</sup> Anniversary Highlights/Photos - Priscilla Doss, BI**

- Everyone had a great time, and Priscilla brought pictures of the events to share. Debbie Robertus and Priscilla thanked Denyvetta for taking pictures of the Teen Pizza party.

##### **Library Commission Meeting Highlights - Judy Walden, PSA**

- There was not a quorum at the last meeting, so there was no business to report.

##### **Annual Report - Judy Walden, PSA**

- Judy reminded everyone that she needs any stories for the Annual Report before she leaves for a 10-day vacation.

##### **CT/DN Building Updates - Rosemary Czarski, CT & Debra Spindle/DN**

- Debra mentioned that she keeps seeing reports of leaks in the new building, but she is not sure where they are.
- Rosemary says she has not been to the site in several weeks, but will be going tonight for a City Council meeting to be held there to vote on all the

change orders. She stated that the ramp and the balcony both have railings now, which makes her feel safer.

**V. Announcements**

- Debra Willis stated that one of their Teen Advisory Board members has a poem that was published in the current Teen Ink issue.
- Scott gave everyone some information to use if they were challenged about whether "Y'all" is actually a word. According to the American Heritage Dictionary it is a perfectly acceptable Southern term, and if they don't believe us, refer them to Scott or MAC.
- Denyveta mentioned an article titled "Libraries Stack Up," which gave some interesting statistics on libraries.

The Meeting was adjourned at 3:00 p.m.

Minutes submitted November 11, 2003