

METROPOLITAN LIBRARY SYSTEM

LIBRARY MANAGERS' MEETING

Warr Acres Library

November 19, 2003

Attending: Denyvetta Davis, Judy Walden, Daphene Keys, Randy Wayland, Barbara Beasley, Deb Willis, Jean Engebritson, Deb Spindle, Tim Fischer, Debbie Robertus, Priscilla Doss, Karen Bays, Phil Tolbert, Ann Aliotta, Lisa Weissenbuehler, Katrina Prince, Jack Kinzie.

Guest: Dana Morrow, Scott Carter, Pauline Boyer Rodriguez, Clyde Herrod, Jana Hausburg.

I. Denyvetta called the meeting to order at 1:30

II. Open Discussion

Judy - Frequent Flyers

Judy has gotten comments that the number of employee notifications of volunteer opportunities is becoming burdensome. Is there something else we can do? Debbie Robertus mentioned that with the paper notices, along with the e-mails, it seems like overkill. Rosemary and Deb Spindle said that they have some problems making sure everyone is notified if the only notice comes by e-mail, since not every staff member has their own e-mail account. Dana asked what Heidi Port's feeling is on the topic. Judy said she didn't know for sure, but assumed that Heidi was concerned that not everyone was finding out about things by just doing it by e-mail. Karen mentioned that she has her Pages take a quick shelving break and pass out the flyers. Deb Willis suggested that if Heidi sent unaddressed flyers to each office or agency, then one could be posted on a bulletin board, and the others could be left in a centralized location for anyone who is interested. Judy agreed that this might make things easier. The final consensus is that we don't need the e-mail notices if we're getting the flyers.

Judy - Service Areas

There seems to be a problem in some agencies with determining whether an address is within our service area. Karen mentioned that her staff has found that they can enter an address into the OK County Assessors web site to see if they're in the county records. This won't work if someone lives within the City, but not the County. In that case, staff will still have to refer to maps for verification.

Scott asked if there was any information we could get from Oklahoma City (from the utility records?) that would verify it. A broad discussion followed on the possible benefits and problems of including the northern part of Edmond in our service area, or what would be necessary to serve a wider area (those in outlying counties.)

III. Sharing

Denyveta - Kudos

Kudos go to Deb Willis for teaching Showdown at Generation Gap, and Phil for attending Showdown at Generation Gap; Daphene has attended several workshops in the last month.

Deb Spindle has been the Manager representative to the Tech Support Team, and she is being replaced by Randy for the next term.

Deb Willis - Developing the Leader Within You

Deb gave us a review of Developing the Leader Within You by John Maxwell. She enjoyed it so much that she also bought the workbook that goes with it. Denyveta mentioned that she attended a teleconference recently where John Maxwell spoke, and told us about one of the exercises that had an impact on her.

Denyveta - The Power of a Good Fight

Denyveta told us about a book that she's read recently, titled The Power of a Good Fight which talks about different conflict styles. She also mentioned that this book will probably make a reappearance at Managers' Meeting in the future.

Deb Willis - Public Policy Institute

Deb passed out information from this two day seminar of the OK Partnership for Public Deliberation. Deb was trained to lead public discussions on "hot topics," as well as how to report the results to the Kettering Foundation, which tracks the results of these discussions across the nation. One of the upcoming topics, "The New Challenges of American Immigration," is being done in conjunction with a 3 part PBS series being broadcast in March 2004. If any of the agencies are interested in hosting one of these forums, talk to Deb, and she'll help us get things set up. Midwest City will be convening a forum on February 10th from 6:30 - 8:30, so please come if you're interested.

Phil - Information Fair

Phil passed around pictures from an information fair that was held at Capitol Hill last month. Phil was most impressed with the fact that the community put this together. He said this was the second time the event has been held, and last year it was held inside. This year it was outside, in the bank parking lot next to the building, with donated tents, and a great turnout of businesses and organizations serving the area.

Randy - Customer Appreciation Month Carnival

Randy also brought pictures to share. Randy told us that the Southern Oaks staff wanted to do something a little different this year for CAM, and they decided to have a carnival in the late afternoon into early evening, with something for all ages. They had games, a live band, food, and prizes to give away. They had an attendance of about 250.

Rosemary - CT Update

The library will be closed, in theory, on January 5th to move into the new building, with a proposed opening date of January 20th, a VIP reception on February 9th, and the Grand Opening on Feb. 11th at 2:00.

Deb Spindle - DN Update

DN is still in flux. The architect in charge has resigned from Beck & Assoc., so who knows what impact this will have. Deb says they've decided to install compact shelving, and some final decisions are being made for furniture orders. Some of the staff positions are being advertised, with a potential opening still planned for April.

Denyvretta - Luther update

We were looking at an opening on January 26th, but now we're not sure.

Denyvretta - OKC Public Schools

Denyvretta attended a question and answer session with the new superintendent for OKC Public Schools, who seems very confident that he can "turn things around." Part of his plan is to divide the system into regional districts. She also attended an EDGE forum focusing on improving economic development in the state. At a session she attended today, Denyvretta took away one great tip: most of us have a "to do" list each day, and the suggestion was that we make a "stop doing" list, even if it's only one thing we want to stop doing.

Katrina - Red Dirt Book Festival

Told us about attending the Red Dirt Book Festival last month, with all Oklahoma authors. The next one will be held in 2005.

IV. MAC**Scott - Update**

Read Y'all mugs were brought for all of us. Last night was the 18th Library Night at the Movies promotion, with 500 in attendance and over 100 books were given out. It was a great event!

We have new commercials that will be airing beginning next week.

The Spoticus costume is almost finished, and will be ready in December.

In December we'll have a big promotion with the Blazers for the 5th and the 20th -- tickets donated by MECU.

Yesterday MAC did the core work for a recruitment video, with thanks going to Randy and his staff. Scott will bring the raw edit of the video for us to see.

Read About It is getting ready to undergo some major changes over the next year. BJ, Doug, and Scott have begun meeting about it, with the ultimate goal of getting it carried by OETA. Any ideas should be submitted to Scott.

The Summer Reading Task Force is still meeting. One big thing that Scott just realized is that we've been marketing the program to the wrong people: kids, rather than the parents who will be the driving force in getting the kids in, and encouraging them to participate in the program.

Scott has asked Denyvretta to include a MAC Update at each month's meeting, so there will be an ongoing chance for dialogue.

V. Cataloging Presentation - Pauline & Staff

Pauline, Jana Hausburg, and Clyde Herrod presented the Cataloging PowerPoint slideshow, a VERY entertaining production written by Clyde and Jana. Pauline also provided a handout with statistics for the last fiscal year, as well as a detailed list of duties for each of the Cataloging team. So far this year we are on track for at least a 15% increase, for the 3rd year in a row, and we've passed a total of 60,000 barcodes printed before November for the first time ever! Pauline asked us to be sure to maintain tight inventory control, to assist her staff in getting things back to us as quickly as possible. So anything sent to Cataloging without being properly temp loaned or without the proper documentation will really mess up the sequence.

Deb Willis asked if Pauline would be willing to come out to one of the agencies to give this presentation, and was given an enthusiastic "Yes!"

Deb Spindle asked if the error form is currently on the Intranet. Pauline said she needs to get that up.

VI. PLA, Misc. - Denyvetta

Please be sure that any Non-MLS material sent to PSA is properly labeled, according to previously sent out memos.

PLA - If travel expense requests have not been turned in yet, DO IT NOW! Let Denyvetta know if anyone needs the Family Place symposium information again.

VII. Announcements

Rosemary let us know that tomorrow night there will be another presentation by the Territory Tellers, beginning at 7:00, with John Hinkle as the headliner.

Deb Spindle reminded everyone that the next Managers' Meeting, on December 10th, will be the same day as the DN Christmas Luncheon. The luncheon will start at 11:30, with the meeting beginning at our normal time of 1:00.

Meeting adjourned at 3:42