

Metropolitan Library System

Library Manager's Meeting

Edmond Library

Park Pavillion

April 28, 2004

1:30pm

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

Guest: Dana Morrow, Doug Bentin, and Sue Loftis

I. Opening

- ◆ Denyveta called the meeting to order at 1:30 p.m.

II. Meeting Room Statistics – Dana Morrow

- ◆ Dana distributed the meeting room statistical report for the period of July 1 – April 27, 2004. Dana asked managers to make sure that staff enter program attendance after each program.

III. Relaxation Techniques – Sue Loftis, RN/CCM

- ◆ Sue demonstrated several breathing techniques for reducing stress. Managers participated in two exercises with soothing music by Belleruth Naparstek playing in the background. Handouts were provided.

IV. Open Discussion

Program Presenters and Staff Responsibilities - Judy Walden

Judy reminded managers that at least one staff person (preferably the children's librarian) needs to be present throughout all children's programs held at the libraries.

V. Sharing

- ◆ **Kudos** - Denyveta presented certificates to those who have trained recently, either as a student or as a trainer.
- ◆ **Librarian Survey** – Priscilla shared information about a survey which she developed and distributed to the reference staff to help them become better acquainted with the entire collection, to know what area(s) they were willing to put up for grabs or willing to have reassigned.
- ◆ **Video Review** – Priscilla discussed two videos which she recently viewed:
Building Cooperation: How Everyone Can Win at Work and Getting Cooperation: Team Building that Works.

- ◆ **Collection Spreadsheet/PLA Highlights** – Karen Bays shared a collection management spreadsheet which she designed. Karen also shared highlights from several PLA programs which she attended.
- ◆ **OLA Highlights** - Several managers shared highlights from OLA programs attended.
- ◆ **Recycle Pilot Projects** - Barbara and Daphene reported that customers were using the recycle bins for paper products and not “everything else” as might have been expected and that bins are emptied regularly. Barabara and Daphene recommend that other libraries consider the service.
- ◆ **Page Manual** – Mary Patton presented a draft of the page manual and asked managers to provide feedback by May 14. The completed manual will be distributed at the June meeting.
- ◆ **Program Photos, etc.** - Ann Aliotta shared photos of ED’s “Cat in the Hat” program which was an overwhelming success and a JNF Bibliography prepared by one of the ED staff.

VI. MAC Updates

- ◆ Doug presented the new MLS logo and talked briefly about summer reading.

VII. Mileage Reimbursements, Budget, etc.

- ◆ Denyveta informed managers that the Business Office has requested that mileage reimbursement forms be completed and sent in monthly instead of submitting several months together. The change is effective June 30.
- ◆ Denyveta stated that the budget is being reviewed by the AdTeam. The preliminary budget will be presented to the Library Commission in June.
- ◆ The grand opening of the new Luther Library will be May 8, 11am.

VIII. Announcements

Next Meeting: May 26, 1pm – CH

Meeting adjourned at 3:00pm