

Metropolitan Library System Library Managers' Meeting Southern Oaks Library May 25, 2005

Attending: Randy Wayland (SO), Deb Willis (MC), Deb Spindle (DN), Priscilla Doss (BI), Debbie Robertus (BI), Ann Aliotta (ED), Karen Bays (ED), Katrina Prince (DC), Rosemary Czarski (CT), Lisa Weissenbuehler (VI), Jack Kinzie (SO), Kay Bauman (L/O), Mary Patton, (WA), Phil Tolbert (CH), Barbara Beasley (BE), Susie Beasley (RE), Denyveta Davis (LO)

Guests: Karen Marriott (MSL),

I. Greetings

Meeting called to order at 1:30

II. Sharing

Kudos -- Denyveta

- Belle Isle had 100% on their last site visit.
- Midwest City recently had a bookmark contest, and Denyveta passed around samples of the winning entries.
- Denyveta complimented Deb on the staff meeting minutes and the newsletter she produces for her staff. Yesterday Midwest City Library created their version of staff development day, with Stacy Schrank conducting a morning and afternoon session. Also a representative from OSU Home Extension came and talked about healthy eating, fixed everyone lunch and it counted as Safety Training for the 2nd quarter.
- Deb Spindle sent Denyveta a Pathfinder and PowerPoint presentation that she did for the Adolescent Development class.
- Karen Bays talked about the fact that the editorial board from the Edmond Sun seems to support intellectual freedom, and passed around an article for the managers to read.
- Also, on Legislative Day last month Karen was able to visit with several legislators.
- At a recent Ad Team meeting Lloyd Lovely shared an article that Denyveta passed around.

Tech Assistant Training Video – Deb Willis

- Deb shared a video that Jean and a half-time Librarian put together as a farewell for a departing Tech Assistant, a very funny spoof on the Internet and customers! Send Jean Engebritson a note to let her know you enjoyed it, or to ask for a copy!

"Radical Forgiveness" – Ann Aliotta

- Ann gave a review of "Radical Forgiveness," a book that has given her a different perspective on work.

City Rescue Mission visit – Deb Spindle

- Deb Spindle talked about a visit that several staff members made to the City Rescue Mission on Monday, May 23rd. She passed out a simple fact sheet.

Moore Library visit to Edmond – Karen Bays

- Karen discussed a recent visit from the Circulation staff from Moore Public Library, who wanted to come observe the Reserve process. A big group came along to watch the entire process, from the list being printed, the delivery coming in, and everything being received. There was a good exchange of information between the Moore staff and Edmond's Pages.

"Pickles" & Partnerships

- Phil talked about 2 "pickles" CH staffers gave to customers: A staff member used the new PC in the backroom to help two ladies view a family film that had been posted on a website.
- Last weekend was the Primavera Festival and Phil was very thankful for everyone who helped, especially Randy Wayland for all his assistance with helping set up and breaking down. Phil figures that they handed out about 300 flyers for free books, in addition to lots of information about Summer Reading.
- Ann shared several "pickles" from the Edmond pickle jar, most of them thanking co-workers.
- Susie told everyone that Ralph Ellison is doing a community legal fair this weekend, a Mini-Health Fair on June 4th, and Juneteenth is coming up on June 18th (all volunteers are welcome!)

Comments about Operation Clean Sweep

- Katrina talked about some of the things they have been doing at Del City, including Maintenance adding a ramp into the staff entrance, as well as a concrete slab under the book drop.

III. Open Discussion

Guidelines for purchasing feature films, etc. – Karen Marriott

- Karen stated that Material Selection is gearing up to begin purchasing the DVDs for the collection to start circulating this fall. She passed out a copy of the current selection policy on purchasing "videos" and the Administrative Guidelines, approved on 4/27/05.
- Priscilla asked if the library can accept videos from customers as donations. Karen said it would be okay if they are already in the system.
- Karen Bays asked if Karen Marriott could share any information on what is being done with the suggestions from the Commission. Karen discussed Millicent Gillogly's suggestion of a special parenting collection that would cover sensitive or controversial topic such as death, human sexuality, etc. The library's charge from the Commission is to try to come up with something that meets the intent of that statement.

Internet Policy – Kay

- The only addition to the policy is to state that the libraries provide wireless access, which the Commission has approved. One of the main objectives of re-organizing the P&P manual was to separate policies, which have to be approved by the Commission, from procedures, which do not have to go through Commission approval.
- The hardest part is going to be updating the Internet procedures. The goal is to unify the procedures as much as possible, so customers encounter the same rules from one agency to the next. Kay would like to have the unified set ready to go by the time Wireless access goes active this summer. The committee that will be working on this consists of Kay, Denyveta, Randy (Manager representative to the Tech Group), Karen Bays, and Mary Patton. (
- Kay wants the managers to send her information on what they feel works well with the library's Internet procedures, what does not work, and any other thoughts on the process by June 3rd.
- The committee will be planning visits to each agency to see what's going on from the customers' perspective.
- Library Managers may be getting significant incident reports back from Administration saying "no action pending Internet revisions" because of this project. In the meantime, Kay would like for everyone to stop and think about what the problem really is that is being reported: is it disruptive behavior, people monopolizing the computers/over-staying their allotted time, viewing inappropriate material, etc.
- Barbara asked if the libraries were going to continue asking/requiring adult customers to fill out the Internet Use Agreement. Kay responded that she is not sure right now.

IV. Open Discussion

MAC Update

- Kim Terry has accepted the position as Marketing Manager. She has held similar positions with other companies, including Saxon Publishers and currently with a software company. Kim will be starting on June 20th, and Kay would like to have her meet with each Library Managers soon after she begins.
- Kay has separated the Marketing's budget for each agency, so check the preliminary budget when it comes out to see how much has been "allotted" for each.

Budget Update – Kay

- The 2005-06 budgets are basically going to be flat when it comes to programming and staffing.
- Kay asked Mike Miller to help her come up with some comparative charts to help make the decisions about staffing requests (looking at circulation, collection sizes, programming, and reserves, all divided by staffing levels)
- Let Kay know if there are any suggestions of how else she could figure this out next year.
- Kay's goal for reserves staffing is to have adequate Reserve Page hours to be able to shift away from Librarians and Managers working on reserves (except

for staffing shortages.) Towards that goal she has put in enough hours in Account 102 to get halfway to the system goal of 40,000 Reserve Page hours.

- Using the average processing time per reserve item that Mike came up with from the survey information last fall, and multiplying that by the projected number of reserves filled for each agency through the end of this fiscal year, Kay was able to come up with a target number of Reserve Page hours for everyone. In a couple of cases an agency actually had more hours budgeted already for Reserve Pages than what Kay's "half-way" figure indicated, so for those agencies she moved the extra hours into the regular 102 (Part-Time Page hours) – so no one will lose any Page hours, they are just been re-distributed in a couple of cases.

V. Announcements

The next meeting will be June 22, 2005 at Edmond