

**Metropolitan Library System
Library Manager's Meeting
Midwest City Library
July 20, 2005, 1:30 PM**

Attending: Present were Ann Alliotta (ED), Kay Bauman (LO), Karen Bays (ED), Barbara Beasley (BE), Susie Beasley (RE), Doug Bentin (MaC), Rosemary Czarski (CT), Denyvetta Davis (LO), Priscilla Doss (BI), Mary Patton (WA), Katrina Prince (DC), Debbie Robertus (BI), Stacy Schrank (PLA), Debra Spindle (DN), Phil Tolbert (CH), Randy Wayland (SO), Patrick Williams (MTN), and Deborah Willis (MC).

The meeting was called to order at 1:30 PM.

Address Confidentiality Program: Brenda Coffman

Guest speaker Brenda Coffman from the Address Confidentiality Program of the Oklahoma Secretary of State office spoke about what the program is, and how it helps keep confidential information about victims of crime, domestic violence, stalkers etc. This is done by not having information in public records that can track them. All participants in the program have one address and the mail is forwarded. When a person in the program applies to any of the 57 agencies (state, local or non-profit agency) currently involved in the program, they will have an ID card with an authorization number. Agencies are asked to accept this ID as all the ID proof needed. The agency can copy the ID and use usual standards of policy. Managers discussed possible problems with issuing cards such as the address is a post office box with no second ID; where to put the ID number on the card and when to put it on the card.

Transit Codes: Kay Bauman

Kay Bauman led a discussion about the new transit codes. Concerns included:

- An item coded to a library but actually owned by another library
- The need to double clear recycled materials such as continuations
- Whose problem an item that cannot be found is.

Here are a few other transit issues discussed:

- When getting material from another agency the status will say "transit" instead of withdrawn. The item needs to be checked in, the location code changed and then checked in again.
- If an item cannot be found for whatever reason after 7 days, code it missing.
- When the location code and library markings on an item do not match, change the location code to match the book.

The tracer list, with the transit items, will assist "cleaning up" many items that such as those that were incorrectly coded, continued to circulate and created problems when

reserves were run, etc. Hopefully, as these items are found and corrected, the list will get shorter.

Maintenance Updates: Patrick Williams - Cleaning Products, Janitorial Service, & Zone Assignments

- Patrick discussed the Citra Jinx organic – Classic Citra Solution problem. Classic Citra Solutions is a degreaser that is not meant to be used in a building. It was ordered in error instead of Citra Jinx by Claire which is something the system has used for a long time. He warned us that we should be aware of changes in can labels.
- He stressed the need for an MSDS program binder at each library be developed of all chemicals that are available in the building with a system master list held at one location. The system list is currently in Purchasing. The list allows each staff person their right to know the chemicals they are exposed to at work and the consequences of exposure to the chemical. One safety inspection, a person should inventory all items on the list and look for other items that may have been added. The janitor needs to be informed and asked what each chemical is used for and is it needed for that task or will another safer chemical work. If something is in the building that is not on the list, it is considered contraband. For example, an aerosol can of hair spray in someone's locker should be on the list or considered contraband. In case of an accident with the chemical, the first aid will be listed on the can. In addition there will be a telephone number on the can. Take the chemical to the emergency room when the staff person is taken so the hospital staff can test the chemical if needed.
- At the next Safety Committee meeting, Patrick plans to discuss an MSDS listing timeline, looking at all accident reports and workman's comps to determine if there is a pattern of like things happening. Then, the system can move to improve these situations.
- The janitorial service and the need for libraries to document discrepancies were discussed. Patrick said when a new contract was negotiated that they need the cumulative lists to put relevant items in the contract.
- Patrick also explained the zones the maintenance men work in. The library system has been divided into zones based on square footage of the buildings for assigning staff for work orders, preventive maintenance, and maintenance staff education.

General Open Discussion:

- A discussion of a customer who does not have a card but needs items reserved or them revealed that some libraries temp loan the item to the reserve shelf and some hold the item at circulation or the reference desk for the customer. The problem with not temp loaning is that if someone is looking to fill a reserve, the item could be coded missing.
- Managers were asked how often their staff checks the pull list against the items on the reserve shelf, check to insure the reserves are on the correct shelf, and item can be accounted for.
- There was a discussion of what each library allows in terms of liquids brought into the library. Two examples were that Del City allows water and some drinks with lids on them and that Belle Isle does not allow any drinks. Denyvretta raised the question of the policy that says there will be no staff drinking and eating on the floor. She and Kay Bauman will revisit the codes of conduct about eating and drinking on the public floor as well as allowing one or both when they are kept out of sight.

Sharing:

- The library checked out over six million items last fiscal year.
- Midwest City has new carpet and new paint. Deb also mentioned that the Campus Café catered the cookies. They do same day catering as well as cookies.
- Barbara Beasley (BE) gave an audio tape talk on "Turning Enemies into Allies" by Pat Wagoner.
- Susie Beasley (RE) complimented Stacey Schrank on a workshop she attended. She also told how she gave a problem back to the staff who originated it.
- Capital Hill and Cataloging are working together to recruit staff members.
- Deb Willis (MC) talked about the trials of scheduling and how she is trying to let her staff work out when to have programs etc.
- There are 2 digital Olympus cameras in PSA. Instructions are sent out with the camera. It can take 200 images. Batteries and an adaptor come with the camera. Managers need to come to the third floor PSA office to check it out. It must be returned the same way within 2 weeks. It can be reserved through Francie. Camera software will be installed on one back room computer to develop the film or staff can take it to a commercial vendor.

- Susie Beasley passed out fliers about Ralph Ellison.
- A young library customer sent a thank you to Gerald for his efforts.
- Stacy Schrank thanked Barbara Beasley for her lending library report. He reminded managers that there are many materials available in different formats.

Training Update:

- Since Traci Jenkins is no longer in the Planning Office, they are a bit behind in the scheduling classes
- Leadership with Mr. Massey will be over at the end of this semester. He is creating a CEO university. September 20, the class will be "Conducting Performance Appraisals". October 18, the class will be "Coaching". November's class will be "Supervisory Position"
- "CPR/First Aid and Child & Infant CPR" is a Red Cross program and all sanitary precautions are used. It is not a job requirement and no one has to use it on the job if they would prefer not to. The next Adult class is at Choctaw on August 9.
- FOCUS guest speaker is a manager of Quick Trip. He will talk about what it means to be part of a team and what makes a great place to work. They are still accepting workshop ideas.
- ODL flier is in the mail to all agencies. There are funds available through Planning to attend.

There being no further business, the meeting adjourned.

The next meeting will be August 24, 2005 at Del City