

**Metropolitan Library System**  
**Library Manager's Meeting - Choctaw Library**  
**Wednesday November 16, 2005**  
**1:30 PM**

**Minutes**

**Present:** Denyvetta Davis, Kay Bauman, Barbara Beasley, Mary Patton, Karen Bays, Ann Aliotta, LaVetta Dent, Rosemary Czarski, Tim Fisher, Katrina Prince, Priscilla Doss, Debbie Robertus, Jack Kinzie, Randy Wayland, Phil Tolbert, Deborah Willis and Fariba Williams

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

**OPEN DISCUSSION**

Kay began talking about the CEU's and the report we have to make to ODL. Some of our funding is tied into this report so it is critical that we start recording every staff member who has training. State aid regulation says anyone who works 20 hours or more must have at least 1 CEU a year. Since we only use the last 2 weeks of the fiscal year to determine who has worked more than 20 hours, we need to record training for all staff. In-house training does qualify, such as Staff Development Day, but not just safety training. All full-time staff and any half-time or part-time staff who went to FOCUS are covered. We need to look at those who did not attend. A CEU is not based on hours and training can include how to work at the circulation desk, reserves, shelving books, etc, anything that is professional or job-related. We need to document who, what, and when the training was received. PLA will develop a quarterly report for each library tells who has been to what training. This will affect our future funding so we need to cover all staff.

Room Manager Entries –Kay briefly mentioned this last month but now that it is time for the annual report and statistics she is going to tell us how bad things are. Kay passed out slips to each library on their stats and a list of the coding errors and all the accuracy rates (no one identified, except BE had 94%) with an overall 69% accuracy rate for the system. She also handed out the P&P on Room Use with emphasis on the event code definition pages for a reminder. We do not need to go back and correct last year's but do look at this year's since July 1st and correct those. Kay would like to see a minimum of 95% accuracy, 100% would be great. The accuracy rate will now be counted on the manager's appraisal, effective Jan 2006. The report itself was over 1000 pages so if you wish to find out exactly what you did wrong then contact Kay and she can go over your portion with you individually.

Denyvetta attended a teleconference "Leading to Greatness." One topic was core strengths and she asked what we felt was MLS's core strengths. The following were given:

- LaVetta – our collection, its scope and bounds.
- Barbara – we emphasize customer service.
- Mary – early childhood programming with attention to the development stages.
- Phil – we emphasize information, our programming exposes that emphasis.
- Katrina – our IT dept and how Jimmy Welch can tailor our computer programming needs.
- Rosemary – our staff – all of them are committed to the idea that the library is a light for the community.
- Karen – we are a cultural center for our community.
- Randy – the training for staff – opportunities to learn and progress.
- Katrina – agreed with Randy about training - for those who have been here for awhile – it has developed over the years
- Barbara – agreed with Randy about training, especially for managers - excellent training for new managers.

Karen Bays reported on the Computer Use Committee. The next step is for each library to identify where they want to place computers that they currently have. She reported that the committee wanted to encourage interaction with a parent sitting down with his/her child on the computer, not on separate computers in different rooms, the Family Place concept, Denyveta emphasized.

That's why no multi-tasking computers in the kids' rooms. She passed out an ED floor plan to give us an idea to follow on what it is they want each library to do. The committee needs these maps by 11/30. We did get the Gates' grants and should have the computers in this fiscal year. Randy emphasized that we will lose the games that are on the Gates computers. However, IT was able to find software to create a virtual drive with several new children's games loaded for the children's computers. There was a discussion about what kids do on the computers at the different libraries. These computers will NOT have access to the Internet or any Office software. No multitasking computers will be in the children's area and will not be scheduled.

## **SHARING**

Denyvetta reminded us that Sunday is Debra Spindle's last day and asked each manager to sign a card that will given to her before she leaves.

Denyvetta attended the Pioneer Library System's Branch Council meeting recently. This Council meets every month with each library manager, 2 assistant directors and the Library Director in attendance. Pioneer would like to have a joint meeting between MLS & PLS with an emphasis on networking or training. Any one interested can let her know. She said Pioneer does currently use a computer reservation system.

Denyvetta reported that she had recommended someone for the Circulation relief position but unfortunately she had already accepted another position. Denyveta will have to start

over on interviews. She did have 2 people that have accepted for extension relief position. Interviews for VI manager will be conducted on Tue, Nov 22.

Randy gave an update on the Tech Group Committee:

- He has not heard any complaints about the limits on reserves.
- We can now search CyberMARS for the computer programs C, C#, and C++
- Teresa is working on the new webpage, which they thought would be ready this month but Kay reports some technical problems, and did not have an update.
- Jimmy demonstrated to the committee new features for the upcoming new CyberMARS. LP will have a new icon to make them easier to identify.
- New PPO has been approved by the Commission committee and has to go to full Commission for approval.
- Some staff mentioned reserve notices being received late. If a reserve is filled late on Friday, or on Saturday and Sunday, then no notice is generated until Monday for mailing.
- Reserving magazines - too much staff time involved. Can still call the agency and ask to have it send over.

## **PICKLES & PARTNERSHIPS**

BE - Katrina said the Fran went to Rose State's Development Center and did a story time and then spoke with their Friends of the library group.

CT -They are doing GED classes in partnership with Eastern Oklahoma County Technology Center. The center teaches while CT provides the space. Adult Ed classes can now be taught during the day. She also shared a sheet of pickles her staff had done for each other. Each Monday she puts out the list for staff to read.

ED - partnered with UCO in their Homecoming Parade recently. Ann passed around pictures.

RE - recently had a Health Fair day and good attendance by many evacuees of Hurricane Katrina.

VI - Lisa Wood did story times for the Fall Festival at Lake Arcadia. They also had a customer who delivered pizza to all the staff today.

BE - had one local school who wanted every grade to come visit the library. So far, two classes have been each week and more are scheduled for Jan. Kudos to Daniel and the Circulation staff.

DC – Katrina went to the Red Dirt Festival and encouraged all to attend next time. It's a free program and great. Rosemary said she did a "How to tell scary stories so not to scare preschoolers" workshop. It's a great chance to promote reading. Karen had a

customer who is an aspiring writer that was able to connect with the director of the OU Press. Fariba was the co-chair of the Registration Committee and appreciated the great comments.

### **ANNOUNCEMENTS/REMINDERS:**

Denyveta asked if everyone had their rooms for PLA and also that registration is due to her by Dec 1. She also passed out an article she found in Fortune magazine on diversity in the workplace. She has other interesting articles, if anyone is interested.

There being no further business, the meeting was adjourned at approx. 3:20 PM.

**The next meeting is scheduled at the Ralph Ellison Library on December 14.**

Minutes respectfully submitted by Debbie Robertus.