

Metropolitan Library System

Library Manager's Meeting – Ralph Ellison Library

Wednesday, December 14, 2005

1:30pm

Minutes

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

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

Open Discussion

Room Manager Entries

Kay Bauman reported that Outreach will be entering the summer at the library events so they will be the same. Outreach will use the attendance at last year's events for the "expected attendance" this year. Kay also reported that the Meeting Room Manager manual is being revised for clarification purposes and that she is working with Stacy Schrank.

Other Topics

Deb Willis asked managers about any security measures that they have taken with DVDs. Katrina Price reported that in the beginning Del City had placed the DVDs behind the circ desk; however, it only lasted about 3 days because of the problems dealing with the DVDs and the dummy cases. Fariba reported that she has done something similar at the Norman Public Library and that "it was a pain."

Karen Bays asked if anyone had a spare book truck that ED could borrow for a couple of months. Randy reported that SO had extra book trucks in the surplus garage that she could use.

Sharing

Kudos & Misc.

Denyvetta mentioned the Architectural Award the Choctaw Library received; read a card from a Midwest City Library Board member thanking Deb Willis for work with the board; and distributed a newspaper article about the Coffee Talk program for senior adults at Edmond.

Special Collection Committee of the Library Commission Update

Kay informed the managers that the next meeting is scheduled on Dec. 20. Kay will forward to managers a press release from Rep. Sally Kerns.

Family Place Parent/Child Workshop Evaluation

Deb Willis shared the results of the evaluations from Midwest City Library's fall Parent/Child Workshop.

DN & BE

Mary Patton & Barbara Beasley, provisional managers at DN & BE shared their experiences as managers at different libraries. Mary stated that one of the positive aspects of being at the Downtown Library is getting to know a lot of new people and their relative strengths. Problems include knowing where anybody is at a specific time unless a schedule is provided, such as a desk schedule. Also communication is proving to be a challenge at times. Barbara said that she is working on matching names to faces. Problems include not knowing where things are kept.

Job Exploration & Enhancement Committee Report

Kay Bauman talked about the system's philosophy as it relates to job rotation, the recent provisional manager assignments and the changes in the DN library and elsewhere. Kay said that the various changes provide a learning experience for the library system. She stated that rotating managers is not new with our system and that some systems rotate managers every two years. The changes were discussed at the Library Commission meeting and the majority of the Commission members looked upon the changes favorably. Kay also talked about plans to hire a Headquarters Manager and half-time AV Technician at DN to deal with meeting rooms, AV needs and non-library tenants. This position will be responsible for booking all the meeting spaces in the Downtown Library, including the auditorium, the cafe, the Literacy Council and the College Consortium. Kay announced that along with changing the name Public Service Administration to Library Operations, other job titles would change: Director of Branch Service would become Director of Library Operations, and Library Managers and Assistant Managers would become Manager/Assistant Manager of Library Operations at a specific location.

Denyveta distributed the committee report and announced Phase I of the Job Rotation Plan would begin in 2006 to help managers gain a broader vision of the system. Managers will job shadow a manager/supervisor and/or serve as manager at another library/location 24-40 hours during the appraisal year beginning with January appraisals.

Announcements

Denyveta shared the following information :

Mileage reimbursements will change to 44.5 cents effective January 1, 2006

FY07 budget planning and entry period will be February 27 to April 7, 2006.

Library Operations has hired 2 new relief librarians, Melissa O'Neil and Richard Antonisse
New CyberMARS and Internet releases early in 2006

Jan. 3: Beta version of CyberMARS will be available for staff
Enhanced Parental Preference Option will be available

Feb. 6: new Internet launched to staff

Feb. 20: new CyberMARS and Internet go public

Deb Willis asked if any of the Managers had done any exploration on creating “blogs” for library staff to use to pass on information. Discussion ensued. Denyveta suggested Deb submit her suggestion to Randy, who is on the Tech Support team.

Karen shared information about an auction sponsored by the Edmond Senior Community Foundation on Friday, January 17, 2006. Tickets are \$25 per person and \$40 per couple. The Foundation provides grants to organizations or individuals providing programs for senior adults in Edmond.

There being no further business, the meeting was adjourned at 3:10pm.

The next meeting is scheduled at the Belle Isle Library on January 18.