

**Metropolitan Library System  
Managers Meeting  
Downtown Library  
February 15, 2006  
1:30p.m.**

**Attending:** Denyvetta Davis, Ann Aliotta, Kay Bauman, Karen Bays, Barbara Beasley, Susie Beasley, Rosemary Czarski, Priscilla Doss, Tim Fisher, Jack Kinzie, Mary Patton, Katrina Prince, Debbie Robertus, Phil Tolbert, Randy Wayland, Melissa Weathers, Fariba Williams, and Deb Willis.

**Guests:** Anne Fischer and Jimmy Welch.

**I. Meeting called to order at 1:30p.m., by Denyvetta Davis.**

**II. Open discussion**

**Demonstration**

Jimmy and Anne gave a demonstration of how the new computer sign-in process will work when it is implemented in the libraries. They also demonstrated the PC Librarian and PC Helper software and its capabilities.

When a customer signs in to use a computer, they will receive a printed receipt with a reservation code that will show on the display monitor when a computer is available for their use. If there are computers available when they sign in, they will be assigned a computer immediately. If all of the computers are in use, their code will flash at the top of the display unit when it is their turn. The display unit will also show where they are on the waiting list as well as how much time is remaining on the computers that are in use.

PC Librarian is software that will be installed on the reference computers. It will allow staff to see how many customers are waiting, take a unit out of service if it is not working, and in the case of a problem, move a customer up on the waiting list. PC Helper is software used by the IT staff to take a unit out of service if it has not been done by the staff and they've called in a service call. IT can also set a unit to be out of service when the customer currently using it is finished if there is repair work that needs to be completed on the unit.

General question and answer session followed.

**III. Sharing**

**Kudos & Misc.**

Fariba at MC, Susie at RE and Randy at SO, shared their success in pushing for new customers during the Winter ReadFest.

**Customer Appreciation**

Denyvetta shared thank you cards and letters that BI, ED, MC, and RE received from many of their customers. MC received two checks in the amount of \$49.41 and \$53.00 from Wal-Mart's grant fund.

**CyberMars and X-Change**

Kay announced that on Monday, February 20 the new intranet goes forward for everyone. We are still working on detailed instructions. On Monday, X-Change takes place and will include training sessions. Heidi Port will be one of the presenters.

**Workshop Highlights**

Mary at DN discussed and distributed hand-outs about her experience when she attended the Rural Libraries Sustainability Project Workshop at ODL in January. She shared information about the WebJunction.org that was discussed at the workshop and the variety of courses and articles that we can search on this site.

Susie at RE attended the Franklin Covey Workshop in January titled Focusing on Priorities. She stated it was one of the best workshops she had ever attended.

Deb at MC shared and distributed hand-outs about the Franklin Covey Workshop that she attended in December, titled The 7 Habits of Highly Effective Managers. She stated that the workshop focused on learning how to apply universal leadership/management principles.

Denyvetta stated that we were asked by ODL to send 80% of the 11 MLS locations serving a population of 25,000 or less to one of the Rural Libraries Sustainability Project Workshops in various locations around the state. We have 11 people attending which exceeds ODL's expectation. She expressed her thanks to everyone for agreeing to participant.

**IV. Other topics**

Mary at DN gave away some stacking bins that she was unable to use.

Debbie at BI shared some end of range signage that she designed.

**V. Announcements**

Kay stated that the Library Commission will be tomorrow on Thursday, February 16. She advised that we will need to get collections established and figure out what to call it. She also stated that Jimmy will create a code within a week or so, but the agencies should not start pulling books yet.

**Meeting adjourned at 3:15p.m.**

Respectfully submitted,  
JoNita Normore  
Adm. Specialist  
Library Operations

**Annual Retreat - March 8, 2006 - 8:00a.m. – 4:00p.m. at Java Dave's**