

**Metropolitan Library System
Managers Meeting
Edmond Library
May 24, 2006
1:30p.m.**

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

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

II. Open discussion

Budget – Kay Bauman, LO

Kay shared the following:

- The priority for the '07 budget will be on capitol project such as the new service center and RE's **renovation/expansion**.
- There were no staffing additions approved in Account 101 budget this year. A staffing formula used by several libraries around the country will be used next year.
- Account 102 has the same bottom line amount next fiscal year with the exception of BE that experienced a small increase. As we did last year, we used a formula of how long it takes to process system reserves to determine the amount of system reserve page hours each library needs. I moved the hours from the general page hours to the system reserve hours while maintaining the total 102 account amount.
- She expressed appreciation to managers for their efforts in reviewing Account 330 and making request that matched expenditures.
- A \$10,000 cap for agency programming (Acct. 330) will be implemented this year. The focus will be on more system-wide programming.

Computer sign-up training – Kay Bauman, LO

Kay stated that IT presented a demonstration to the Library Commission on the new computer sign-in system to begin June 26. The Planning staff is working with Jimmy and Anne to prepare training. A facilitator will train managers at their locations beginning June 12 through June 19.

Routing issues – Denyvetta Davis, LO

Denyvetta reminded managers to talk to staff about filling out routing slips correctly and to be observant of the condition of materials when processing reserves. Earlier discussion on reserves can be located in the January 2006 minutes.

Janitorial and Pest Control Service – Denyvetta Davis, LO

Denyvetta distributed copies of Specifications for Janitorial and Pest Control Services so that managers would be aware of expectations from the new janitorial service starting July 1.

III. Sharing

Kudos & Misc. – Denyvetta Davis, LO

Denyvetta expressed congratulations to Mary Patton, the new Manager of Library Operations/DN.

Denyvetta shared a thank you card to Karen Lehr, ED Librarian from a customer.

Rosemary reported that Patrick assisted the staff with CT's annual fire drill. The staff responded well and everyone was escorted out of the library within 4 minutes.

New Manager Handbook – Denyvetta Davis, LO

Denyvetta distributed copies of the table of content for the New Manager's Handbook and shared a powerpoint presentation. Suggestion will be forwarded to LO by Wednesday, May 31.

Community garden – LaVetta Dent, VI

LaVetta shared information about the combined community/butterfly garden planted by several community volunteer groups spearheaded by master gardeners from the Urban Harvest Group. The City of Village gave a substantial donation of \$500 for tools.

IV. Other topics

Deb Willis, MC shared information regarding a program about Organic Community Garden at the MC Library on June 30.

Fariba, MC Asst. Manager found a \$1,000 check in the book drop and was able to find the owner.

Ann Aliotta, ED shared a suggestion by a clerk to turn CD's backwards in their cases so customers could quickly identify the titled of the CD without opening the case. Discussion followed.

Susie shared information on upcoming events coming to RE. On May 27, The OKC Association of Black Lawyers will sponsor a free community legal fair title "Ask A Lawyer". On June 10, there will be free health screenings and Juneteenth will be held on June 17.

Denyvretta had lunch with the four provisional managers at The Elephant Bar Restaurant. They had a good lunch and great fellowship.

Kay asked for feedback from the managers on the Summer Reading Program. She stated that Kim, MaC sent out a timeline for summer reading promotions and that advertising will soon be running at the movie theaters. By Friday, May 26, new generic summer reading banners will be placed at all libraries. This is the first year OUT sent mailings to the schools and Kay asked that managers communicate with OUT about the schools that have not received their summer reading mailings.

Announcements

Next Meeting – Ralph Ellison – June 21, 2006 – 1:30p.m.

Meeting adjourned at 3:10p.m.

Respectfully submitted,
JoNita Normore
Adm. Specialist
Library Operations