

**N23Metropolitan Library System
Manager's Meeting
Ralph Ellison Library
June 21, 2006
1:30p.m.**

Attending: Denyveta Davis, Ann Aliotta, Karen Bays, Barbara Beasley, Rosemary Czarski, LaVetta Dent, Priscilla Doss, 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 Denyveta Davis.

II. Open discussion

New Computer sign-up procedures

Visitors – Mary Patton, DN

Mary shared information about the procedure she worked out for issuing visitors one day computer passes. Discussion followed. The procedure, log and visitor's form have been added to the Intranet.

Other topics

Denyvetta briefly discussed the loyalty oath. According to state law, all library employees will be required to sign a loyalty oath. The signatures have to be notarized. Lloyd will schedule visits to each library during the next few months. Managers requested a copy of the oath to share with staff. Denyveta will talk to Lloyd about sending managers a copy of the loyalty oath.

Mary, DN discussed the volume of e-mails she is receiving from outside agencies requesting her to print information and place it on the DN bulletin board.

III. Sharing

Kudos & Misc. – Denyveta Davis, LO

Denyvetta congratulated Katrina Prince, BE and Barbara Beasley, WA on their location change, and Melissa Weathers on her promotion.

Denyvetta gave kudos to the CH staff for receiving scores of 100% in the appearance and accuracy of shelves during a recent site visit. She shared thank you cards and notes received from DC, ED & MC customers and shared thank you notes Deb Willis distributed to MC employees for great teamwork. She also shared photos from RE's Juneteenth celebration.

Workshop Highlights – Priscilla Doss, BI

Priscilla discussed and distributed hand-outs from the “Dirt, Dust, & Digital: Government Resources” workshop she attended at the Oklahoma History Center in May. She suggested the History Center as the site for the 2007 Manager’s retreat. Nita will follow-up on this suggestion.

“Day in Provence” photos & Page Standards – LaVetta Dent, VI

LaVetta shared pictures from the Friends of the Village Library “Day of Provence” and highlights from the day. LaVetta informed managers that she revised VI’s Page Standards using MLS values of respect, excellence, and integrity. LaVetta discussed the importance of these MLS values with VI pages. She will forward a copy of the standards electronically to the Managers.

“Get Motivated” workshop – Denyveta Davis, LO & Rosemary Czarski, CT

Denyvetta, Rosemary and other MLS staff recently attended a “Get Motivated” workshop at the Ford Center. They both described the workshop as being high spirited and informative. One of the ideas Rosemary shared was that when someone ask you “How are you feeling?” you can respond by saying “unbelievable” which is neutral response that can be perceived as negative or positive.

Other

Summer Reading numbers are up due to the efforts of staff and MaC.

Denyvetta stated that LaVetta was the first new manager to review the New Manager’s Handbook. LaVetta stated that the handbook is wonderful and has so much information. Deb Willis suggested that the word “New” be removed from the title as it is a good reference tool for all LO Managers. The handbook was given to Melissa, DC for her review and feedback.

Denyvetta recommended two individuals for relief librarian positions that are former MLS part-time librarians. They are Thuy Nguyen and Jane Taylor.

Denyvetta informed the managers that Susie Beasley, RE managers has decided to return to a librarian position. She will serve as a Librarian at CT effective June 21, 2006.

Announcements

Denyvetta reminded managers that the new computer sign-up system will start on Monday, June 26.

Denyvetta will leave for ALA on Thursday, June 22. Kay will also be out of the office and will return June 26. Managers were asked to contact Nita for relief staffing needs and Jimmy Welch for other issues during Kay’s absence.

BE will be hosting a reception for Barbara Beasley and Katrina Prince on July 13th at 7pm.

Next Meeting – Downtown – July 19, 2006 – 1:30p.m.

Meeting adjourned at 3:00p.m.

Respectfully submitted,
JoNita Normore
Adm. Specialist
Library Operations