

**Metropolitan Library System
Manager's Meeting
Del City Library
August 23, 2006
1:30p.m.**

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

Guest: Roy Ballou, HUM; Dana Morrow, OUT and Kim Terry, MaC

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

II. Other Topic

Redmatch Program – Roy Ballou, HUM

- Roy discussed the new Redmatch software for online applications. This is a streamline way to review applications.
- Roy asked managers to encourage applicants to establish a user account where they may apply as a member or they may create a profile that has more detailed information. Applicants are required to have an email address.
- Roy discussed 3 forms to be filled out during the application process. He asked that managers submit work hours for the positions applicants are applying for, have applicants sign the verification form to assure that information given is correct and have applicants sign the authorization form for a background check.
- Roy asked managers to send him an email when resumes and applications are not legible. He advised that the company is working on the program to minimize errors in the online applications.
- Roy stated that when an email is received from a manager regarding an applicant, he will attach notes to the applicant's online application. He also asked managers to manually file applications for at least 6 months.
- Once a position is filled, the other applicants will automatically receive an email that the position has been filled.

III. Open Discussion

800 W. California – Kay Bauman, LO

Kay discussed the following:

- Kay stated that 800 W. California is the address to the City Rescue Mission. We have a high lost rate of materials for patrons that use this address and this address only has computer access and may not have borrowing privileges.
- Kay discussed the Bridge of Life Program and asked managers for feedback by Friday, September 1.

Teacher Library Card for out of service areas

Kay stated that the Commission approved for teachers living outside the area to receive cards if they are teaching in our service area. They have added the words “or teach school” to the policy for school cards. Kay asked managers to review the School-Based cards update and provide feedback by September 1. The Managers indicated that they prefer that the Teacher Affidavit form be on the Intranet.

Manager’s Handbook – Denyvetta Davis, LO

Denyvetta asked managers if they would like a copy of the Manager’s Handbook. All managers agreed that they would like a copy. Managers applauded Nita for her work on the handbook.

IV. Other Topics**Calendar/Metro Magazine – Kim Terry, MaC**

Kim discussed combining the magazine and calendar. Her plan is for the November issue to be the first in this format. The October issue will be in a combined form and will state that it is under construction. She may try to create icons for the different subjects and her vision is to rename the magazine. Kim asked the managers for their suggestions for a new title and icons. Kim asked that library mugs with lettering on them be returned to her so she can return them to the Manufacturing Company. She is working on getting the entire order of mugs replaced. Kim stated that MaC can create flyers for the managers at no cost. She asked managers to send her an e-mail by September 1 indicating their preference on size of posters.

Read To Me Bags – Dana Morrow, OUT

Dana distributed bags to the managers that are being given to new mothers at Deaconess Hospital. The contents in these bags are baby’s first library card, baby’s first library book, baby’s bib and a reply card to be sent to OUT by the mother. Dana asked that if a customer brings a baby’s first library card to the desk, write Baby’s First on the student application. OUT will be visiting other hospitals as well.

Other topics

Managers discussed the bundling of reserves. Kay stated that Jimmy has found labels and printers for use in processing reserve that will reduce or eliminate the need to use rubber bands. Labels will be purchased this fiscal year.

Denyvetta stated that Paperback Inventory is due by August 31, 2006.

Kay stated that the Service Plans due October 1, 2006 is for the fiscal year 2007 and 2008. She also gave an update on the online Summer Reading survey. 1895 individuals completed the survey in English. 59 percent of those individuals did not participate. 17 individuals replied in Spanish and 131 replies from staff. FOCUS is coming in October at the Clarion Hotel. There will be 8 or 9 nine sessions to choose from and registration is available online.

Next Meeting – Warr Acres – September 20, 2006 – 1:30p.m.

Meeting adjourned at 4:05p.m.

Respectfully submitted,
JoNita Normore
Adm. Specialist
Library Operations