

**Metropolitan Library System
Manager's Meeting
Choctaw Library
October 25, 2006
1:30 p.m.**

Attending: Denyvetta Davis, Kay Bauman, 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.

Guest: Janet Brooks, MSL and Candace McDaniel, LO

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

II. Other Topics

DN Open House – Candace McDaniel, LO

- Candace stated that the DN will host its first annual open house on December 12 from 3-7 p.m.
- She added that we are looking to send at least 500 invitations to the community and MLS business partners to show our appreciation. We also have the capability to send invitations by e-mail.
- Candace requested the managers' involvement to help establish a guest list and would love to hear feedback from them in promoting programs. She would like to attract everyone that can help promote our library.
- Candace asked the managers for their participation at the display booths and to give her a response by December 1.
- She stated that the displays will be on the 4th Floor and Volunteer Services is helping with the gallery hosts. Refreshments will be served.

Material Selection info – Janet Brooks, MSL

- Janet distributed to each manager an updated Collection Management & Maintenance Manual Book.
- She stated that the notebooks have sections for training. She will keep the manuals updated and will send updated pages to the managers as changes are made.
- Janet stated that the MSL staff is available to go to the agencies and give one-on-one training to staff.
- Janet and Ruby are planning to do Readers Advisory Workshops. They discussed doing individual database training and will ask for assistance from the managers.

III. Sharing

Kudos - Denyvetta, LO

Denyvetta gave kudos to managers and their staff for supporting the 6 week exchange with RE staff. The first exchange staff members from WA, MC and DN started October 23rd. ED and DC staff will exchange December 4th.

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Manager's Retreat

Denyveta stated that the Manager's Retreat will be held at the Oklahoma History Center on March 7, 2007. It will be a combine retreat with Tulsa County Library System and Pioneer Library System. Denyveta asked the managers to send her any suggestions that they may have for topics at the retreat. She also asked if they wanted to have a manager's meeting in February and everyone agreed.

Digital Cameras

Denyveta discussed that LO has two digital cameras with a two week borrowing policy. She stated that the cameras must be reserved through Nita Normore in LO. They must be signed in and out, picked up from and returned to DN in the LO's department. Denyveta asked the managers to remind their staff of this policy and to continue to comply with the request.

Misc.

Denyveta shared a message she received from Cheryl Mann, Circulation Control. Cheryl asked staff to send all applications from school visits together whenever possible and to send her a note informing her of when to expect them if applications will be sent later.

Kay discussed the Focus Groups for the new strategic plan. She advised that seating is limited and asked the managers to encourage their staff to attend. These groups will allow staff the opportunity to give their input into the plan.

JEOP Phase I & II highlights – Shadowing and rotation

Assistant Managers rotating to BI, DN, and MC for 6 months shared their experiences of rotating to a different location and all agreed that it has been a great learning experience for themselves as well as, the staff.

Several managers shared their experiences of shadowing other managers and AdTeam members.

Other – Phil Tolbert, CH

Phil discussed the first Joint Conference for Librarians of Color he attended in Dallas recently. Denyveta, Dana Morrow and Susie Beasley also attended the conference. Phil and Denyveta said that the conference was amazing and an excellent opportunity to network and attend workshops on a variety of topics.

IV. Open Discussion

Dress Code – Denyveta Davis & Kay Bauman, LO

A draft copy of the dress code was distributed to and reviewed by the managers. Kay stated that there have been numerous requests for reconsidering several pieces of the policy and Kim Terry has done research on dress codes. Kay will take the guidelines with suggestions from the managers to Kim and she will submit them to the AdTeam.

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Other Topics

LaVetta asked if monthly staff meetings at libraries were closed to the public and Kay stated yes.

Phil stated that CH is having issues with unsupervised children left unattended during library hours. Denyveta asked managers to make an announcement several times prior to closing asking children to contact parents for rides. She stated that if children are unattended after the library close, it is a judgment call by the managers of how long to wait before contacting the police department.

Next Meeting – Midwest City – November 15, 2006 – 1:30p.m.

Meeting adjourned at 4:00p.m.

Respectfully submitted,
JoNita Normore
Adm. Specialist
Library Operations