

**Metropolitan Library System
Manager's Meeting
Village Library
December 13, 2006
1:30p.m.**

Attending: Denyvetta Davis, Kay Bauman, Ann Alliotto, Karen Bays, LaVetta Dent, Priscilla Doss, Tim Fisher, Jack Kinzie, Mary Patton, Debbie Robertus, Phil Tolbert, Randy Wayland, Melissa Weathers, and Fariba Williams

Guest: Dana Morrow, OUT and Ric Rea, HUM

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

I. Open Discussion

“Open toed shoes” and “closed heel shoes” are examples of shoes in the new MLS Dress Code considered as unsafe for work conditions. Priscilla stated that she was unable to find “closed heel shoes” mentioned in the MLS Safety Rules. Kay will locate the information and share it with managers.

II. Sharing

Kudos, & Misc. – Denyvetta gave kudos to CH and RE for successful programs this month: CH for their annual open house that attracted over 650 people, and RE for their pre-Kwanzaa program co-sponsored by a OU professor and her students.

Misc. – Denyvetta reminded managers to share pertinent information discussed at manager's meetings with staff.

Computer Use-Group – Randy Wayland

The committee reviewed statistics about usage, peak times, waiting times, dropouts, etc., and how adding computers at some agencies changed the wait times and usage dramatically. CH's customers currently have the longest wait times. The idea of reconfiguring existing computers at CH to reduce the wait time was discussed.

Overall, the new sign-up system is working well and has been well received by customers and staff. The committee discussed ways to reduce the wait time, adding a 15 minute walk-up computer and changing the time allowed per day on Sundays to 1 hour or 90 minutes.

Effective Monday, December 18, when a juvenile signs up for a computer, if they are not internet certified, a message will pop up telling them that if they want to use the internet they will need to be internet certified. If they want to use word processing they can go ahead and sign up.

Stu, PLA will share computer use statistical data usage at the January manager's meeting.

**Metropolitan Library System
Manager's Meeting
Village Library
December 13, 2006
1:30p.m.**

Summer reading – Kay Bauman

Kay briefly discussed the summer reading survey results. The result overwhelmingly indicate that staff like the summer reading process/procedures and feel that it worked well.

Strategic Plan – Kay Bauman

Kay attended a PLA Boot Camp on “Planning for Results” in Nashville. She will use many of the ideas from the camp to develop our new strategic plan.

Kay stated that all of the focus groups have met. A summary of the participants comments will be placed on the intranet to provide another opportunity for staff input. Kay expects to complete the strategic plan by Spring 2007.

Advocacy Training – Karen Bays

Karen recently attended an ODL advocacy training workshop. She challenged managers to get involved.

Job Shadowing and Rotation

Melissa shared her experience shadowing Katrina, BE; Karen Marriott, MSL and Karen Bays, ED.

Karen reported that she recently worked at CT during Rosemary's absence. Karen expressed appreciation to the CT staff for creating a wonderful learning experience.

III. Other topics

Programming – Dana Morrow, OUT

Dana talked about the Oklahoma Voices Centennial project. Dana asked managers to contact her when they're ready to begin interviews of community builders in their individual communities.

Dana asked managers to attend at least one programmer's meeting next year. She will send the meeting schedule to the managers via email next week. Managers will inform Dana of possible date(s) to attend. Denyveta asked managers to share highlights from the meeting they attend during a manager's meetings.

Dana informed managers that Outreach coordinators will be contacting them first about new program opportunities. Managers will respond directly to Dana via email.

Overtime – Ric Rea, HUM

Ric distributed a handout with a series of questions with “included” and “excluded” examples to foster discussion on overtime. Ric told managers that if you answered “Yes” to the questions, you and your employee (by failing to notify you of time

**Metropolitan Library System
Manager's Meeting
Village Library
December 13, 2006
1:30p.m.**

worked) has opened the library system up to a FLSA Wages & Hours violation.

Tim expressed concern about staff coming in early and the impact on morale if they were told to stop. Ric stated that if staff arrive up to 7 minutes early for work they would not be paid. However, if staff arrives early over 8 minutes, then we must pay them.

Ric invited managers to call or email him with any questions or concerns.

There being no further business, the meeting adjourned.

Next Meeting – January 31, 2007, Belle Isle Library – 1:30p.m.