

**Metropolitan Library System
Manager's Meeting
Bethany Library
March 28, 2007
1:30p.m.**

Attending: Denyvetta Davis, Kay Bauman, 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, and Deb Willis.

Guest: Candace McDaniel, LO & Emily Williams, OUT

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

I. MLS/LO Partners – Information Reports

Young Adult Services - Emily Williams, OUT

Emily distributed an article from VOYA titled “Somewhere to Walk and Someone to Walk With.” Emily briefly discussed the article stating that libraries and librarians can function as a resiliency “protective factor” for young people by being a safe and inviting place for youth to enjoy and feel comfortable.

Emily stated that OUT will mail summer reading information to the schools shortly with hopes of agencies receiving their packets in May. Emily asked managers to contact her with any questions.

Headquarter Managers – Candace McDaniel, LO

-Hazard Assessments & Chemical Inventories

Candace expressed her appreciation to the managers for helping with the hazard assessments and chemical inventories. She stated that she will be meeting with Patrick to go over the MSDS sheets with plans to have them available within two weeks.

The first step is to set standards on brands of chemicals and to be sure and have the MSDS to go along with the chemicals. Candace stated that the safety committee will review all chemicals brought in. She will also ask managers to assist in collecting special hazard waste with the assistance of MTC to dispose of waste.

Candace is working with Frank, BO to compile a list of all chemicals to be added to the supply list. She invited managers to contact her with any questions or comments.

-Other information

Candace briefly discussed with managers that she is currently working with MetroTech in providing training to all library staff, free of charge. She advised that staff will be trained on Material Safety Data Sheets (MSDS), lock-out/tag-out; chemical communications, etc. Candace has hopes of receiving compliance shortly.

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II. Open Discussion

A brief discussion took place on the number of customers at a computer at the same time that libraries currently enforce. All managers agreed on the limit of two customers per computer. Debbie suggested posting a note at the top of each computer stating the limit.

Deb Willis distributed an updated report from Tech Support on open items with PDF file attached.

Denyveta asked managers if they visited with Patrick, MTN regarding their budget request. She encouraged managers to follow-up with Patrick on any concerns they may have. Barbara complimented Patrick stating that their budget meeting was very productive.

III. Sharing

Kudos & Misc. – Denyveta Davis, LO

- Denyveta gave Kudos to ED, DC and VI for receiving 100% on accuracy and appearance of shelves during recent site visits. She stated that it is always good to recognize pages for their hard work.
- Denyveta read a letter from the Tai Chi class expressing their appreciation to the CT staff. Rosemary, CT shared an article from the Choctaw Newspaper on the Tai Chi class given at CT. She stated that it averages 20-25 participants in a class and will go through May. Rosemary is excited about offering the class and stated that it is a very successful program.
- Denyveta shared a letter received from a BI customer complimenting one of their circulation clerks.
- Denyveta briefly discussed Mark Sandborn's book titled You Don't Need A Title To Be A Leader. She suggested that it would be good for staff to read.

Misc. – Kay Bauman, LO

- Kay briefly discussed some of the new policies that will be submitted to the Commission soon. Specifically, the SF900 Financial Concerns and the AM313 Local History Permission to Use and Fee Schedule. The Financial Concerns policy will indicate how to report concerns about the finances. The Local History policy will help us with procedures & fees for the increasing requests of Oklahoma images. These policies are still in draft form and have already been reviewed by the Internal Policy Procedure Committee, AdTeam and the individuals who oversee these areas.
- Kay and Anne visited most of the libraries on March 27 to decide where to put the new system reserve printers.

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- Karen, MSL reported to the AdTeam that Overdrive Audiobooks had 1500 turns on materials and 43 holds on items.
- The ODL survey will arrive the second week of April. Stu will be sending them out next week.
- House Bill 1252 was assigned to a committee and will take about 3 weeks.
- Friends of MSL grants have been reviewed and she believes that the majority of them have been approved.
- MLS proposed bond projects were submitted to the City of OKC. The projects must be prioritized. Donna will be attending a meeting to explain the projects to the City.
- Kay informed managers that staff minutes are forwarded to her by Denyveta. She asked for manager's assistance in providing written documentation in the staff meeting minutes showing that items talked about during managers meetings are shared with staff. Kay asked if this was a reasonable request. Managers agreed.

Shelf Management/Tracer List Procedures – LaVetta Dent, VI

LaVetta distributed guidelines she drafted for VI Shelf Management list on the location/code issues. She and her staff have been weeding through projects to come up with ways in which all of the librarians can do the inventory list in the same manner. LaVetta stated that the guidelines have the librarians responsibilities with the assisting staff responsibilities attached. The librarian information folder will go on their "E" drive.

Discussion of Public Libraries (Reference Issue) – Melissa Weathers, DC

Denyveta advised that every month, beginning in July 2007, each manager will facilitate the "sharing portion" of the manager's meetings. Managers will facilitate in alphabetical order by the manager's last name, starting at the end of the alphabet. Deb Willis will be the first facilitator.

Melissa discussed the article titled "Right-sizing: The Reference Collection." She explained that the article is based on how the Baltimore County Library System reorganized their reference collection by weeding old and out-dated materials and interfiling the remaining materials with the regular collection.

Melissa stated that she encouraged DC librarians to read the article. She shared her shelving thoughts at the MSL meeting with selectors she attended earlier this month.

Melissa stated that she is thinking of interfiling reference books with the regular collection.

Denyveta stated that she will invite Karen Marriott to the next manager's meeting to discuss the issue.

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IV. Announcements/Reminders – Denyveta Davis, LO

Denyvetta reminded managers of the April 16th budget deadline. She advised managers to contact Ric Rea for accounts 101 and 102 staffing request dollar amounts. Managers may use the old and/or new service responses when stating justification for budget request. Denyveta will forward a draft copy of the proposed Services Response for the MLS 2007-2012 Strategic Plan.

OLA is April 2-4 at the Cox Convention Center, OKC.

There being no further business, the meeting adjourned.

Next Meeting – April 25, 2007 at Capitol Hill Library – 1:30p.m.