

**Metropolitan Library System
Manager's Meeting
Capitol Hill Library
April 25, 2007
1:30p.m.**

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

Guest: Linda Hyams, HUM/Sec.; Candace McDaniel, LO; Anita Roesler, OUT; Stacy Schrank, PLA; Janet Brooks, MSL & Karen Marriott, MSL.

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

I. MLS/LO Partners – Information Reports

Winter ReadFest – Anita Roesler, OUT

Anita expressed her appreciation to managers for encouraging their staff to promote the Winter ReadFest program and for their outstanding achievements during the program. SO increased 672% in participants over last year and had the higher number of participants again this year. VI increased 627%, CT increased 328% and DC increased 147%. JN had the higher participation of the extensions with a 94% increase. Anita distributed certificates of thanks to the libraries for their participation.

Anita stated that OUT is working on next year's sign up gift bag and has submitted a grant request to Friends of the Library. Anita shared that during the Adult Services Librarians meeting, the programmers expressed interest in more training related to the Winter ReadFest program. Anita stated that she would be happy to facilitate training at each location.

Introduction – Denyvetta Davis, LO

Denyvetta introduced Fariba Williams as the new provisional manager at RE and Rondia Banks as the new provisional assistant manager at MC.

Headquarters Manager – Candace McDaniel, LO

-Safety Updates

Candace distributed a compiled list of chemicals to managers. She stated that she reviewed all the chemical inventories MSDS on 100 products and asked managers to make a list of particular products needed. She requested that all lists be forwarded to her and she will compile a list of chemicals to be submitted to the safety committee for review.

Candace advised that the MTN supply list on the Intranet is a good resource for receiving products. An extension was granted until May 31 to complete a compiled list. She will send a compile binder to each manager by next month.

**Metropolitan Library System
Manager's Meeting
Capitol Hill Library
April 25, 2007
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Summer Reading – Stacy Schrank, PLA

Stacy gave kudos to OUT for a tremendous job in streamlining the packets this year. He stated that the PowerPoint presentation for Summer Reading will be added to the Intranet and is similar to what was posted last year. Stacy discussed the summer reading packets and stated that he will be routing staff cheat sheets to all locations soon. Summer reading materials will be mailed to the schools in May.

Stacy advised that all information and forms on becoming a teen volunteer is on the Intranet. On Saturday, 35 volunteers from the University of Central Oklahoma stuffed 13,000 packets with boxes containing 300 packets per box.

MLS Security – Linda Hyams

Linda, Denyveta and Kay have been meeting to discuss MLS security issues including Unusual Incident forms. Linda distributed and discussed a handout she developed relating to security and reminded managers that all employees share the responsibility of library security. She stated that she will be visiting all of the libraries without security and meeting with managers. She asked for cooperation from the managers in educating staff on library policies and becoming familiar with common laws in their local area by accessing www.municode.com. Overall security is the responsibility of all employees.

Linda asked that detailed information be given when completing incident reports and to clearly document the outcome. She suggested that mock trainings be performed at each library and she will be happy to commute to each library to assist with role play.

In the event that any security officer has to pull his/her weapon, Linda advised managers to contact CLEET and an internal investigation will take place. Security instructions have been posted at all libraries and if revisions are needed, inform Linda and instructions will be rewritten. She is currently negotiating a new security contract and will be meeting with four companies. She will make a recommendation.

II. Open Discussion

Public Libraries, Reference Issue – Part II – Melissa Weathers, facilitator

- Karen Marriott and Janet Brooks, MSL discussed Interfiling the Reference Collection with the managers.
- Most managers are concerned with integrating the reference/circulation items and agreed that interfiling would take a significant amount of rearranging.
- LaVetta stated that VI librarians see the integration of reference/circulation items as a huge benefit.
- Tim suggested allowing the small libraries to begin with interfiling.
- Denyveta asked managers if a committee is needed.

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- Janet stated that DC and VI have been working on weeding their reference collection for about two years and may serve as pilot locations for the project.
- Karen is not opposed to Interfiling the Reference Collection and will discuss the managers' thoughts with Donna. She will get a committee to work together.
- Denyveta discussed "roving" librarians with the managers. Some managers stated that their librarians are already spending time each hour roving the library asking customers for help.

III. Sharing

Kudos – Denyveta Davis, LO

Denyvetta gave Kudos to SO for receiving 100% on accuracy and appearance of shelves during a recent site visit. She also gave Kudos to Nita and presented her with beautiful flowers as a gift for Administrative Professionals Day.

Denyvetta and Kay will have their budget meeting with Donna on April 26. Denyveta asked managers to send any budget justification documentation as soon as possible.

Other topics

Deb, MC distributed and briefly discussed with managers, notes from the April 24th Tech Support Meeting. She shared information from the meeting regarding the duration of permanent tracers on a customer's record. Kay will discuss the tracer list with Jimmy, IT. Denyveta will include this discussion on next month's agenda.

Misc. – Kay Bauman, LO

- Kay gave an update from the AdTeam meeting. She stated that Donna met with the Staff Association regarding the survey and is in communications with them on the results.
- Donna, Denyveta, Karen, LaVetta and Fariba attended OLA Legislative Day.
- Donna will attend National Legislative Day in Washington, DC in May.
- Kay informed that the contract for the Café has been passed and may be viewed in the Commission packet.
- The Service Center project is in the process of being developed. Karen, CON is at the stage of submitting all of the data to the architect. Todd stated that the architect was very impressed.
- Interviews for an architect with The City of Oklahoma City for the RE project will carry out this week.
- MLS submitted projects as part of the new Oklahoma City Bond election in November 2007. Request included projects for BI, CH and the new NW library.

**Metropolitan Library System
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- Kay stated that IT is in the process of deciding which bids to accept for the System Reserve Printers.
- Kay informed managers that DN is preparing the contract for funding to replace the revolving doors.
- House Bill 2192 relating to membership of the Metropolitan Library Commission has passed and is awaiting the Governor's signature.
- Kay advised managers that when customers are viewing inappropriate materials on the computers, ask them to step aside so this information may be printed. IT submits the information to the filtering company.
- Kay shared a print-out of internet sites that the filtering company categorizes.
- Kay stated that staff should not create library websites unless it is approved (i.e. MySpace, UTube, Facebook, etc.)
- OUT has presented a proposal to develop a MLS blog that is being reviewed.
- Kay will speak with Anne, IT regarding the involvement of adding library email addresses for each library. She feels it will be convenient for customers to have questions answered by someone from the specific library inquiring about. Managers agreed.

OLA highlights

Karen, ED attended the Weeding workshop facilitated by Janet.

Barbara was excited about attending the OLA pre-conference "Leadership in Crisis" workshop.

IV. Announcements/Reminders

Rosemary announced the Choctaw Guild's fundraiser project. Funds from the fundraiser will provide 1,000 scholarships for tuition for two semesters to student pursuing MLIS.

There being no further business, the meeting adjourned.

Next Meeting – May 23, 2007 at Del City Library – 1:30p.m.