

**Metropolitan Library System
Manager's Meeting
Warr Acres Library
August 14, 2007
1:30p.m.**

"Your Inviting, Innovative Link to the World"

Attending: Denyveta Davis, Kay Bauman, Karen Bays, Barbara Beasley, Rosemary Czarski, LaVetta Dent, Priscilla Doss, Mary Patton, Katrina Prince, Phil Tolbert, Randy Wayland, Fariba Williams & Deb Willis.

Guest: Anne Fischer, Stacy Schrank, and Stuart Williamson

Meeting called to order at 1:30p.m., by Denyveta Davis, Director of Library Operations.

I. Open Discussion

Follow-up on Connie Podesta DVD

Denyvetta asked the managers how they shared with their staff, information viewed at the July managers' meeting from the Connie Podesta DVD entitled How to be the Person Successful Companies Fight to Keep.

Several managers stated that key concepts from the DVD were shared with staff during the July staff meetings. Mary Patton, DN, borrowed the DVD from the PLA Resource Library and made it available to her staff for viewing. Karen Bays, ED, shared information about a quiz on the Connie Podesta website at www.conniepodesta.com/quiz.html.

Managers' Meetings

Denyvetta led a discussion the value and purpose of library managers' meetings. Denyveta introduced the title of the managers' next reading assignment, The Speed of Trust by Stephen M.R. Covey to be completed by June 30, 2008.

Hiring

Denyvetta announced she is in the process of developing a hiring checklist and will be adding the customer service assessment as a requirement for full-time "recommended for hire" finalists. The managers requested that this be an option for half-time and part-time finalists as well. Denyveta will check with Roy.

II. MLS News/Updates – Kay Bauman, Deputy Executive Director of Library Operations

Ad Team Update

- Oklahoma Governor Brad Henry has designated November 16 as Oklahoma Statehood Day. Libraries will remain open unless otherwise indicated by the Commission.
- Todd Olberding, CON, indicated that news looks promising for the Northwest Library and work on the MLS Service Center is moving forward.
- Donna Morris, MLS Executive Director, reports that with the appointment of the Warr Acres Commissioner, MLS now has 21 Commissioners and 3 additional Commissioners will need to be appointed by OKC.

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- IT has reported that the format of overdue notices will change in October, 2007, and the format of reserve notices will change in spring of 2008. Preparations are in progress for the RFID bid.
- Kim, MaC, reports that Rick George is on board as the new graphic designer. She is developing new exterior signs for the Village Library.
- Karen, MSL, reports ILL has a technician.
- Dana, Outreach stated despite the summer heat, Library Night at the Bricktown Ballpark went very well. The Oklahoma Voices project is going good.
- Kay reminded the managers of the X-Change meeting on Monday, August 20, and noted the revision in the agenda from discussion of upcoming management training sessions to discussion of the Strategic Plan.
- Denyvetta shared kudos she received from libraries with the Ad Team.
- Candace discussed the first OSHA training session provided by Metro Tech: Bloodborne Pathogen. All staff members are required to attend/complete the training.

III. Resource Sharing

Fariba Williams, RE – Facilitator

Fariba discussed with managers the topic, "How can you make a difference in your library?" She began the discussion from an article entitled Public Libraries Making a Difference, and shared that the article may be found at www.urbanlibraries.org/imls/6.pdf.

Denyvetta distributed an article "And I Have to Spend All Day with the People" in the September 2007 issue of O Magazine.

Mary Patton, DN, shared notes from the Branch Coordinators & Central Heads Discussion Group at the Central Arlington Public Library. Information discussed included floating collections, reorganization and miscellaneous services at various libraries nationwide.

IV. MLS Partner News/Updates

Survey – Stuart Williamson, PLA

Stuart spoke briefly of the Reference Transaction Survey coming September 10 through September 16, 2007. He distributed copies of the tally form that will be used in the survey and asked managers to forward any ideas to him regarding survey information that they feel would be helpful.

Reserves Training – Stacy Schrank, PLA

Stacy presented a draft version of the PowerPoint training module for the reserves system enhancements. He stated that the finalized training should be added to the Intranet on Monday, August 20.

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Anne, IT, discussed the labels that will be used with the reserves enhancements and stated the re-supply of labels will come directly from IT. She advised managers that due to the temperature sensitivity of the adhesives on the labels, big quantities of labels should not be stored at the locations. She asked managers to re-supply when the last roll of labels are placed in the printer.

V. Announcements/Reminders

- Encyclo-Media – August 29 and August 30, 2007 – Cox Convention Center, OKC.
- Paperback Inventory – August 1 through August 31, 2007
- Service Plans are due on October 1, 2007
- FOCUS – October 8, 2007

Next Meeting – September 12, 2007 at Edmond Library – 1:30p.m.