

**Metropolitan Library System
Managers' Meeting
Midwest City Library
November 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, Melissa Weathers & Deb Willis.

Guest: Leadership MLS Class I: Kellie Bradford, Julie Ballou, Heidi Port & John Utlej
Karen Marriott, MSL.

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

I. Welcome – MLS Leadership Class I

Denyveta welcomed Leadership MLS class members to the meeting.

II. Open Discussion

Interfiling Reference Collection – Karen Marriott, MSL

- Karen discussed the pilot project at DC to interfile reference materials with circulating materials. Melissa and MSL are in the process of getting ideas for labels.
- A progress report can be expected in January 2008.
- Kay advised, this change will likely occur at the new locations but, will not necessarily take place at all libraries.

Computer on-screen nudity – Mary Patton, DN

- Mary briefly spoke of the clarifications on nudity and strongly feels a clear cut definition and some directions are needed regarding this topic.
- Kay shared some of the categories blocked by the adult and student filters. She invited managers to review category definitions by visiting www.securecomputing.com
- Kay stated that the Policy and Procedures Committee is in the process of working on a draft for the Rules of Conduct policy. The draft will be taken to the managers for their input and suggestions before going further.

III. Kudos & Misc. – Denyveta Davis, Director of Library Operations

Kudos

- Denyveta shared that Anne Fischer gave rave reviews to SO staff for their energy and team effort during the RFID tagging process. Kristin Williamson, MC, was selected for OLA Gold.
- Denyveta expressed her gratitude to a VI circulation clerk for providing excellent customer service observed during a recent site visit.
- Melissa for volunteering DC to serve as the pilot library for interfiling the reference collection with the circulating collection.

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- Phil Tolbert participated in the Hispanic job fair.
- Rosemary attended a workshop at the Red Dirt Festival.
- Outstanding Service Award winners are David Calhoun, BI; Margaret Collins, ED and Chris Larwig, DN.
- Rondia Banks, WA, rotated to BI as part of the Job Enrichment Opportunity Program until January 2008.
- Denyveta expressed appreciation to the managers for participating in the rotation at RE.

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

Ad Team Update

- Kay distributed a copy of the FAQ flier for the Bond Elections. Copies will be forwarded to the managers to be distributed to customers.
- The Transformational Café information is on the Intranet. Staff is encouraged to view this information and provide feedback.
- Leadership MLS team will present their report on the V2R project at the AdTeam meeting on December 5, 2007.
- RE Design team met with Allen Brown, Architect for the RE project on November 13.
- Effective December 31, 2007, LU hours will be extended. Denyveta is in the process of interviewing for additional staff.

IV. Resource Sharing

Librarian's Toolkit – Phil Tolbert, CH

Phil distributed and briefly discussed information developed by REFORMA, the National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking entitled Librarian's Toolkit for Responding Effectively to Anti-Immigrant Sentiment.

Developing High Performance Teams – LaVetta Dent, VI

LaVetta attended the Developing High Performance Teams workshop on October 15. She distributed notes on "Team Developmental Stages."

RFID – Randy Wayland, SO

Randy gave an overview of the tagging process at SO and stated how great it is that IT has the ability to pull materials that hasn't been tagged. Over 80,000 items have been tagged. Randy gave kudos to SO staff and IT for their hard work and dedication.

Customer Appreciation Month Highlights

- BE & DC gave away free gifts in drawings and distributed magnets with library information.
- BI purchased \$40.00 visa gift cards for drawings. WA had 40th year anniversary designer t-shirts made with weekly drawings and different prizes each week. T-shirts were also given to Warr Acres past and present Library Commissioners.

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- MC created separate drawing boxes for children, teens and adults. CT had drawings and invited Spoticus to the library.
- VI gave away \$40.00 theme gift baskets. DN had regular drawings for external customers and Kim Edwards provided movie trivia questionnaires for internal customers to win prizes.
- ED's customer appreciation committee created a huge rainbow that hung over the circulation desk titled, 100 years Oklahoma, "Let us be part of your future." An Oklahoma sing-a-long program and a 1907 fashion show were provided for the customers to enjoy. Alfalfa Bill was invited as part of the Centennial celebration and was presented with a certificate by Edmond's Mayor, welcoming him to the City of Edmond. ED was awarded the third place trophy in the UCO Homecoming Parade.
- SO gave away two DVD players, two MP3 players and two CD players during their drawings. CH created a tree with colorful leaves for customers to put their names on and what they like about the library to hang on the tree.

Other topics

December 2008 is the target date for completing the RFID tagging project. MC will be the next library to be tagged.

The reserves process and computer use changes are going well.

X-Change meeting will take place DN on November 17, 2007. There will be a speaker to address the topic of sexual harassment. Kay indicated that training items have been purchased for staff and supervisors.

Kay informed the managers that the Strategic Plan brochures are complete and available. Managers may order brochures through the MaC department.

Using the OU Opinion Poll, Stuart, PLA, is working on the baseline survey, which is a part of the Strategic Plan. Donna and the Deputy Executive Directors are working on questions for the survey that will help us understand whether work accomplished throughout this five year period has moved us forward in achieving the Strategic Plan. Input will be provided on Monday, November 17.

Next meeting date scheduled – December 19, 2007 - Downtown Library at 1:30p.m.