

**Metropolitan Library System
Managers' Meeting
Del City Library
May 14, 2008
1:30p.m.**

"Your Inviting, Innovative Link to the World"

Attending: Denyveta Davis, Kay Bauman, Karen Bays, Barbara Beasley, Rosemary Czarski, LaVetta Dent, Joanie Porter, Katrina Prince, Phil Tolbert, Randy Wayland, Melissa Weathers and Deb Willis.

Special Guest: Dr. Jane Humphries – "An Overview of Adolescent Development"

Guest: Stacy Shrank, PLA

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

I. Special Guest: - Dr. Jane Humphries

"An Overview of Adolescent Development"

- Denyveta introduced Dr. Humphries who spoke with the managers regarding adolescent development. Dr. Humphries gave a brief history of her profession and educational background.
- She passed around and shared a PowerPoint presentation and DVD regarding a study by Harvard Medical School University titled, Teen Species and Brain Development. She stated this is a complex time for teens who are still trying to identify themselves and the many challenges they face during their adolescent years. She indicated that only 38 percent of the total population arrives at formal thinking.
- Dr. Humphries stated five components of teen development as follows:
 - Brain Development
 - Physical Change
 - Moral Development
 - Social Expectation
 - Emotions
- Stacy, PLA, read an email he received on May 12 from Dr. Humphries expressing her gratitude to MLS for serving as a facilitator with Metro University the last four years. Dr. Humphries has accepted a position with the Oklahoma State Health Department as Director of the Child Guidance Program.

II. Open Discussion

Denyvetta asked the managers to share their thoughts on the adolescent development session with Dr. Humphries. Discussion followed.

Karen, ED, passed around several CD's and DVD's to share with managers, the location on the covers where reserve labels should be placed. She asked about an updated telephone directory for library staff. Nita updates the directory periodically and will forward updated copies to the managers.

Karen inquired about the possibility of extending the borrowing time limits on eMedia to two weeks. Kay stated it's an option we want to offer at this time due to the relatively small collection on eMedia. She stated that there may be more money put in the FY'09 budget to allow for a larger collection and at a later time we may consider a different borrowing time.

New materials being held at CH to fill reserve lists will be tagged and scanned by a page at CH before reserves are filled.

Managers shared their thoughts on LibraryElf.com, a website that helps manage library loans and reserves by keeping tabs on library material. Library Elf is for anyone who wants to reduce over due books by sending alerts by email or text message before the items are due as well as sending alerts for books on hold.

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III. Kudos, Character First & Misc. – Denyveta Davis, Dir. of Library Operations

Kudos

Denyvetta informed managers that RFID has been completed at all of the full size libraries. WR was completed on May 12, NP on May 13 and HR to follow on May 14. Kudos to IT staff implementing this project and for everyone for all the efforts it has taken to accomplish this project.

Denyvetta shared a note from BI customer who stated that they won a gift card during Winter Readfest and wanted to extend their appreciation to MLS for providing a good selection of materials.

ED customer wrote a letter expressing their good experience with Carol Hunter. An E-Newsletter provided by Rosemary was passed around that highlighted the CT Library.

VI received a compliment from a customer for the assistance received in filing AARP taxes. LaVetta gave kudos to VI staff for doing an excellent job at the fair, sponsored by the VI Friends this past weekend. She stated that attendance was higher this year.

Character First

Denyvetta briefly discussed the "Character First" for this month: "Wisdom." Examining how you view the world. Managers may request copies from Nita, LO.

Misc.

Denyvetta informed managers that OLA is in Oklahoma City next year.

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

Ad Team Update

- The Activity Library and Internet agreement are now on the Internet.
- Kay informed that the V2R project is still in need of facilitators and requested more staff involvement. The first training is on May 20 and 2nd training on August 20. Information may be found on the Intranet.
- In keeping the Strategic Plan current, assistance is needed from everyone. Kay asked that everyone keep track of what has been done and invited managers to inform her of any suggestions.
- ED and VI will receive new carpeting this year. The projected date to close VI for carpeting is September 22-28 and ED is October 20-29.
- Kay and Jimmy visited RE today and met with representatives at the old Hollywood Video building to obtain measurements for the Circ/Ref desks.
- The interior designers for the NW Library will be DN the first part of June to discuss the new library.
- The campaign has begun for "Herd Any Good Audiobooks Lately?" The campaign is directed towards increasing awareness of what MLS offers. Each library should have received their stickers and bookmarks. Staff is encouraged to wear the campaign stickers.
- Kay informed managers the telephone survey is completed.

IV. Resource Sharing

Facilitator – Rosemary Czarski, CT

Rosemary discussed winning the game of life and self coaching secrets for success from an article entitled, "Time Management for Managers."

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Interfiling Reference Collection project – Melissa Weathers, DC

Melissa stated a survey regarding the reference collection was distributed to DC customers and informed that the reference collection is working great at DC.

YA programmer's meeting – Melissa Weathers, DC

Melissa informed that Oklahoma has designated October as Teen Read Month. Libraries with teen reader's advisory do surveys with their teens and have reader's advisory cheat sheets for their teens.

OLA/PLA

Managers shared OLA & PLA highlights.

VI. Announcements/Reminders

Next meeting date scheduled – June 18, 2008 – Bethany Library at 1:30p.m.