

**Metropolitan Library System  
Managers' Meeting  
Bethany Library  
July 16, 2008  
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, Joanie Porter, Katrina Prince, Randy Wayland, and Deb Willis.

**Guest:** Todd Olberding, Director of Construction Management and Roy Ballou, HUM/member of Leadership MLS Class.

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

**I. Project updates: NW Library, Ralph Ellison and the new Service Center – Todd Olberding, CON**

Todd informed managers the Service Center project bidding took place on July 1, 2008 and recommendations will be made to the Commission on Thursday, July 17. Atlas General Contractors was the low bidder and following the anticipated award, the contractor is to begin construction in August 2008. The anticipated completion date is late August 2009 and the move in date of September 2009.

Construction bids for the Ralph Ellison project took place on Tuesday, July 15. The hope is to receive the additional funding from the interest received from the Oklahoma City bond package and to award by the end of July. Construction is expected to begin around August 18 with an anticipated completion date of June 2009. Ralph Ellison Library will close on Monday, August 4 and re-open on Monday, August 18 in the temporary location at 1918 NE 23<sup>rd</sup>.

Todd indicated he met with the architects involved in the NW Library project and a preliminary status will be provided by August 5. Bidding for the project should take place around April or May 2009. Construction should be complete sometime during the end of December 2010 which will allow NW Library to open in early 2011.

Todd stated the City of Edmond is interested in building a new library but are still in the early stages at this time. Library staff has met with Edmond mayor to continue discussions regarding a second library for Edmond.

Del City has formed a Del City Community Center Renovation Committee and has funds set aside for renovations. Melissa, DC, has been appointed to the committee. In support of Melissa, Todd and Donna attended the first meeting on July 10.

**II. Open Discussion**

**Public use of telephone**

Denyveta asked managers for suggestions on time limits for the public's use of the telephones.

**Daily Link**

The managers shared creative activities that their staff has exhibited during the daily link meetings. Kay reminded everyone of the email she forwarded to all staff regarding new ways of exercising the daily link and stated the value in repeating the daily links is for staff to learn continuously.

On Kay's behalf, Stuart forwarded an email to the managers requesting information regarding activities that have taken place in their libraries and asked that this information be sent to him by July 31. The information gathered will be recorded in the Strategic Plan Timeline and Kay will present it to the Commission.

**Print stations**

There are concerns that with the ten cents a copy in effect at the libraries, the statement "ten free copies" are still reading out on reservation slips. Ten free copies are still in effect at the Extensions. Denyveta welcomed the managers' thoughts on this topic.

The managers briefly discussed the fees on the photo copiers. Kay will discuss this matter with Lloyd, BO.

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Kay indicated that the Policies and Procedures Committee has pulled all of the policies and will reference the fee policy. The goal is to present these policies to the Finance Committee and the Commission sometime in August. Kay is in the process of drafting an administrative memo to present to the committee.

**Resource sharing – what's next?**

Denyveta advised this is the last session for resource sharing and asked managers' opinions to continue or add something different. Managers feel it's a great opportunity to bring different topics and activities to the agenda each month. Resource sharing will continue. Nita will forward a schedule to the managers.

**Other topics**

The revised Policy & Procedures for Rules of Conduct and Responding to Disruptive Conduct are available on the Intranet under Policy & Procedures, Section A-Access to Libraries, AL320 & AL320.1.

**III. Kudos, Character First, & Misc.**

**Kudos**

Denyveta received from LaVetta, VI, a thank you email from a customer praising Lisa Myers and staff for being friendly, approachable and knowledgeable, stating how delighted she is with VI Library.

Mary forwarded a letter received from Urban Development thanking Buddy Johnson for the great services he's done with the Youth Leadership Exchange group, a part of Leadership OKC.

Denyveta shared newspaper articles highlighting programs at CT and the exhibit at MC. She gave appreciation to the managers for ending another fiscal year with all of the services and smiles that they provide from day to day.

**Character First**

Denyveta briefly discussed the "Character First" for July: "Decisiveness vs. Procrastination." Gather accurate information; keep a clear perspective; make the right choice; follow through and weather criticism. Managers may request a copy from Nita.

**Misc.**

Denyveta announced that Ralph Ellison is preparing to move and requested volunteers whom are experienced in shelving. Volunteers will be stationed at the existing location and at the new temporary location from August 4-16 with the hours ranging from 7:30am to 4:30pm or 8:00am to 5:00pm or when volunteers are available. Staff interested in volunteering, please contact Denyveta.

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

**Ad Team Update**

- Kay informed the managers that she has asked Stacy to begin implementing several sessions regarding the revised Rules of Conduct to give staff the opportunity to become aware of the policy.
- MLS is working with Right Management in reviewing performance appraisals. Mayor Mick Cornett appointed two new commission members on June 17.
- HUM approved for brochures to be handed out at ALA regarding RE and DN manager positions.
- Designed by the MaC department and presented to IT for their dedication and commitment to the RFID project, the Indiana Jones poster giving recognition is featured on the cover of the July issue of ShelfLife.
- Kay is working on updating the administrative notebook by compiling information and collecting memos regarding the policies & procedures. She invited managers to send their suggestions.

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**V. Resource Sharing**

**Facilitator – Karen Bays, ED**

Karen facilitated and enlisted the managers in a fun activity called "Emotional Contagion". Inspired from a book titled, The Big Book of Humorous Training Games by Doni Tamblyn and Sharyn Weiss, the purpose of this activity is to recognize how easy it is for our emotions to affect others around us.

**ALA**

Denyveta shared she experienced a great time at ALA. She served on the Coretta Scott King Award committee and had the opportunity to meet and present the winners during the annual breakfast. She distributed to the managers, hand-outs from the San Jose' Public Library with ideas regarding backroom duties and scheduling guidelines.

Donna Morris, Kay Bauman, Denyveta Davis, Karen Marriott and Kim Terry visited and toured the Cerritos Public Library in Cerritos, CA. Denyveta and Kay stated how beautiful the library is and shared brochures highlighting the library and its' services.

**Speed of Trust by Stephen M.R. Covey (Discussion)**

The managers briefly discussed and shared their thoughts on Speed of Trust by Stephen M.R. Covey.

**VI. Announcements/Reminders**

Next meeting – August 27, 2008 – Edmond Library - 1:30p.m.

Mildred Laughlin Festival of Books for Young People – October 30, 2008 - Stillwater Public Library – 8a.m. – 4:30p.m.