

**Metropolitan Library System
Managers' Meeting
Edmond Library
August 27, 2008
1:45p.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 & Melissa Weathers.

Guest: Heidi Port, DVS; Julie Ballou, MSL and Deb Willis.

Leadership MLS Class II: Rondia Banks, Buddy Johnson & Kelley Riha.

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

I. Welcome – MLS Leadership Class II and Deb Willis.

A cake was presented to Deb Willis to express appreciation for her many years of service and dedication as the Manager of Library Operations at MC Library.

Denyvetta welcomed members of the Leadership MLS Class II.

II. Open Discussion

Selling Library logo items to customers (like the bags)?

On behalf of Kim Terry, Denyveta asked the managers for their thoughts on selling library logo items to customers. The managers shared many ideas and some storage concerns but are interested in keeping the topic open for discussion. Denyveta will share the information received with Kim.

Other topics

Mary, DN, inquired about the time limit needed to meet the annually requirement for the Bloodborne Pathogen training and indicated she completed an in-house survey regarding the possibility of acquiring bio-hazard waste receptacles in the library. Kay advised that the Safety Committee discussed this previously and that she recalled that the receptacles are not needed at this time and informed that the Bloodborne Pathogen training must be completed within the third quarter. She will discuss with Candace, the time requirement and will request that further information be forwarded to staff.

III. Kudos, Character First, & Misc.

Kudos

Denyvetta received an article from Priscilla, BI, highlighting their children reading to dogs program and an article from Barbara, WA regarding their summer reading program. Barbara gave Kudos to Alma Brown for entertaining customers with her puppet show after a last minute cancellation.

Katrina, BE, forwarded two articles to Denyveta featuring a photo of Al Bostick and the planting of a seedling from the survivor tree of the Oklahoma City bombing. Rosemary shared the Eastern Oklahoma County Technology Center catalog that lists classes offered at the library.

Denyvetta received photos from Karen, ED, highlighting the book truck contest and an appreciation letter from the Edmond Family Center for Autism expressing their gratitude to ED staff.

Denyvetta extended her appreciation to everyone involved in helping RE accomplish the task of moving.

Character First

Denyvetta shared the "Character First" for August: "Joyfulness vs. Self Pity." Maintain a good attitude, even when faced with unpleasant conditions. Look on the bright side; seek to serve; don't give in to discouragement; master your emotions and set a positive mood.

Misc.

Denyvetta asked managers to inform her when the annual paperback inventory has been completed.

**Metropolitan Library System
Managers' Meeting
Edmond Library
August 27, 2008
1:45p.m.**

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

Ad Team Update

- Kay stated that a variety of staff members met with the NW Library Architects on August 26 & 27 and informed that the NW Library will be 35,000 square feet.
- Kay gave thanks to everyone for assisting with the RE move and said it was a success with team effort from the entire system. Kudos to Stuart for implementing a shelving plan that made the move run smoothly. Everyone is welcome to visit RE new temporary location. Joanie expressed her appreciation to Denyveta and Kay for their hard work during the moving process.
- Denyveta, Janet, Karen, and Melissa integrated RE reference collection with the regular collection before the move. LaVetta, VI and Phil, CH are interested in integrating their collections soon.
- Updating annual evaluations continues with Right Management. Kay is currently reviewing the latest group findings.
- Kay thanked the managers for their efforts in sharing with staff, information received from the managers' meetings and asked managers to make sure that staff is aware of how to locate commission packets and the director's reports on the Intranet. She asked managers to seek fun ways to encourage staff to locate and read relevant information.
- Kay informed that VI will close September 22-30 to receive new carpeting. She forwarded a list to all staff regarding procedures to follow during the carpeting process. LaVetta indicated VI will also receive additional shelving during the closing.
- Denyveta and Kay are in the process of interviewing for the DN, MC & RE Manager of Library Operations positions.
- DN received a grand piano purchased with a Friend's grant. OUT is working on scheduling live music in the atrium every Thursday. Thursday Noon Tunes will begin on Thursday, September 4.
- Kay asked for an update on RFID and advised that everyone pay close attention when checking in books. She passed around a copy of the RFID project booklet given to IT.
- Stuart has compiled a list of information provided by staff for the Strategic Plan.

V. Resource Sharing

Facilitator – Melissa Weathers, DC

Melissa discussed a book recommended to her by Denyveta entitled, How Full is Your Bucket?, by Tom Rath. She shared positive strategies by distributing handouts with a bucket filling interview guide and five days of bucket filling information. Melissa expressed her appreciation by giving everyone drops for your bucket kudos.

VI. MLS Partners – Information/Updates

Volunteer Services – Heidi Port, DVS

Heidi distributed and briefly discussed the volunteer timesheet instructions. Volunteer hours may be viewed and entered on the Intranet. Heidi asked that the screens remain protected when entering hours.

United Way – Heidi Port, DVS and Julie Ballou, MSL

On September 13, the United Way early bird campaign begins for one week with the theme "Building our Community". The United Way Committee expanded sports day to one week with an OU/OSU bedlam theme day. Posters and packets were distributed with OU/OSU decorations and donation receipts.

VII. Announcements/Reminders

Next meeting – September 17, 2008 – Midwest City Library - 1:30p.m.