

**Metropolitan Library System
Managers' Meeting
Choctaw Library
January 14, 2009
1:30p.m.**

"Your Inviting, Innovative Link to the World"

Attending: Denyveta Davis, Kay Bauman, Julie Ballou, Karen Bays, Barbara Beasley, Rosemary Czarski, LaVetta Dent, Priscilla Doss, Chris Kennedy, Michael Owens, Phil Tolbert & Randy Wayland.

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

I. Open Discussion – Denyveta Davis, Director of Library Operations

Interlibrary Loan

- Randy, SO, stated since ILL items are now added to the customer's card and the paper trail is no longer as important, the items can be returned to any library before being returned to the ILL office.
- To minimize the removal of ILL labels from items found in the book drop, staff may inform customers that ILL books are obtained through different processes than reserves and to stress the importance of leaving labels on items. In the event when ILL items from other libraries are retrieved from book drops, staff may contact the ILL office to verify items.
- When ILL items are received by customers, some libraries mark the forms as received and others give the forms to customers for their records.

Page Manual

Barbara Beasley is chair of the committee with Rosemary Czarski and LaVetta Dent to review Page Manuals. Barbara requested that managers forward their Page Manuals to the committee via email or the "M" drive. The anticipated timeline for a draft is May 2009.

RFID concerns

- Some managers indicated that they are using the wands to receive in transit items for a more accurate reading. Managers indicated that the RFID reading is very efficient in checking items out to customers, however, a couple of managers indicated that the process has not been as accurate in receiving items as a part of the interagency deliver. This is probably in part because when checking out only 1-4 or so items are processed at a time. The same process and counting on the screen must take place when receiving items.
- Board books may be tagged in any good spot.
- Staff members must check their screens when checking out items to ensure they are being checked out correctly. The RFID tags that are in the fold of a book spine can become damaged so be aware of where the tags are placed. Managers were informed to contact IT when problems occur.

Cultural Survey

The managers discussed concerns regarding the new Cultural Survey. Managers will ensure that staff members understand that information shared in the survey goes directly to an outside source.

II. Kudos, Character First, & Misc. – Denyveta Davis, Director of Library Operations

Kudos

Randy gave Kudos to John, SO young adult librarian, who put together a "Wolf Speaker" program for teens that featured Zene. Outreach department is involved in an "Early Childhood Leadership" event.

Sheldon Beach was featured in the Oklahoma newspaper during a DN program titled, "Dear Mr. President". Over 200 children and families attended. Buddy Johnson, DN, continues to work with Mayor Mick Cornett's office to preserve Oklahoma historical photos.

VI librarians, Sally and Tatum will make their appearance next week on News Channel 25 to speak on the "Reading to Dogs" program at the VI Library. ED enjoyed fudge as an incentive to prepare for a project.

Michael, RE, extended Kudos to Emily Williams in OUT for her many efforts geared towards teens. Kudos to Kim Ventrella, RE librarian for assisting Emily with a program performed for the elderly at a nursing home.

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Staff Picks

Denyvetta asked if anyone responded to the ODL request for information regarding "staff picks" and how they were handled. Brief discussion followed.

Character First

Denyvetta shared the "Character First" for January: "Orderliness." (Arranging myself and my surroundings to achieve greater efficiency) The five key concepts to orderliness are: Get organized; set standards; put away—right away; prioritize your goals and avoid clutter.

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

Ad Team Update

- Kay informed that changes in the FMLA law goes into effect on January 16, 2009. The system will update its' FMLA policy to comply with the new laws. In the past, FMLA sick leave was excluded as consideration for bonus days and now with the new law it will be considered. HUM will inform us of any new procedures we may need to use.
- Donna met with Edmond city officials regarding the possibility of a second library in Edmond.
- Items for the FY10 budget year will need to be entered into the computer by the first of April 2009.
- IT had a phone conference with possible bidders for the sorter at the new Service Center with hopes of awarding the contract in February 2009.
- DEV office is preparing for the book sale. The Friends Grant form was forwarded via email.
- The Annual Report is available on the Intranet. Paper copies will be available soon.
- The Service Center is on schedule with an anticipated move in date of November 2009. Todd has hopes for the NW Library move in date in late 2010. NW Library floor plans have been updated.
- The Department of Labor inspection was performed at ED. The Help manual will be updated. All employees are required to complete the mandatory Hazardous Communication PowerPoint safety training and review the Hazardous Communication program during the first quarter.
- RE furniture, fixture & equipment packet is ready for bidding in February 2009 with hopes of reopening the renovated library before the beginning of the school year this fall.
- 14 architects expressed interest in the SO project and their letters of interest are currently being reviewed. The system will narrow the selections to 4 or 5 and submit those to the City.
- Donna, Kay and Karen have visited the majority of library managers to discuss the "Family Talk" section in the libraries. The remaining libraries are CT, RE and the Extensions.
- New door counters will be tested at VI. We hope that all of the libraries will have permanent counters in order to assist us in answering usage questions that ODL will begin asking us annually.

IV. Resource Sharing

Facilitator – Michael Owens, RE

Michael briefly discussed an article by John Gehner titled, "Poverty, Poor People and Our Priorities". The discussion included what we're doing or can do and how to reach customers who do not use the libraries.

Managers were encouraged to think about "2009 - what next".

V. Announcements/Reminders

Next meeting – February 25, 2009 – Belle Library - 1:30p.m.

Tri-System Managers' Retreat – Tulsa, OK - April 13