

**Metropolitan Library System
Managers' Meeting
Bethany Library
March 25, 2009
1:30p.m.**

"Your Inviting, Innovative Link to the World"

Attending: Denyveta Davis, Kay Bauman, Karen Bays-ED, Rosemary Czarski-CT, Priscilla Doss-BI, Chris Kennedy-MC, Katrina Prince-BE, Michael Owens-RE, Jamar Rahming-DC, Phil Tolbert-CH & Randy Wayland-SO.

Guest: Pauline Atkins, CAT; Anne Fischer, IT and Heidi Johnson, TP

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

I. MLS Partners – Information/Updates

AV Packaging – Heidi Johnson, TP

Heidi informed that the use of hanging bags will be discontinued. She discussed the new packaging for fiction audios that will be used after TP move into their new building later this year. The projected move in date is October 15, 2009. Heidi asked that staff continue to shelve older fiction titles and to find a location to place new fiction titles in plastic cases with no bags.

Some managers are interested in maintaining consistency of all ANF audios hanging and some are interested in the plastic cases. Heidi is drafting various options on how to handle ANF audios and will forward that information to the managers for further discussion and possible vote. TP can place ANF titles without multiple pieces in plastic cases similar to fiction audios.

Managers were asked to look at their shelving needs for this year's budget to accommodate the change.

Cataloging for downloadable audio materials – Pauline Atkins, CAT

Pauline reported that ILL statistics are up. CAT, MSL & IT are in the process of creating a catalog entry for downloadable books and are currently working towards designating format at MP3. Staff will be able to locate these items by doing a keyword search for "downloadable."

When sending items to CAT for a new barcode, please be certain to send the entire item. When parts of a CD or DVD are missing, they can still be sent to CAT.

Use of staff computers – Anne Fischer, IT

Anne asked that staff immediately contact IT at Ext. 2210 to report computer problems. When the last roll of system reserve labels are low at the libraries, staff need to immediately request more using the same extension number.

Anne requested managers to contact IT at least one day in advance before moving furniture that could possibly effect IT equipment. A Tech is available Monday through Saturday to assist staff with their moving process and to ensure that all equipment moved is working properly.

Contact IT regarding unblocking sites for customers. They have the capability to temporarily unblock sites that are blocked by our filters.

Due to confidential information maintained on staff computers, customers are not allowed access to them. If a customer is permitted to use a staff computer, s/he must be supervised by a staff member and must not be left unattended.

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

Sunday hours

Denyvetta asked how the regional libraries are handling the full-time staff work schedule for Sunday hours. The majority of the managers reported they are able to work out a number of scheduling options to

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accommodate staff. Denyveta suggested offering full-time staff an 8-hour shift on Sundays to eliminate the need for making up hours on other days.

Quarterly mentor training for circ staff

Denyvetta asked how the mentor training for circ clerks is progressing at the libraries. Most managers think it is a good alternative rather than waiting for ILS classes to come around. Denyveta suggested that managers choose individuals who correctly perform tasks to serve as mentors.

Denyvetta presented an idea from Julie (who was unable to attend the meeting) regarding system-wide quarterly meetings for circulation staff. She will discuss with Julie the possibility of chairing a committee to explore this idea.

CD/DVD problems/solutions?

Denyvetta asked managers to remind staff to thoroughly check DVD & CD cases before clearing, to be certain the correct item is enclosed in its' case.

Meeting vs. Program

Chris Kennedy asked how to determine whether an event is a library, library related or community service. Library programs are fully planned by library staff and the event is open to the public. Library-related events have at least minimal staff involvement in the planning and implementation. Community service events are open to the general public; for example: AARP Tax Help is listed as "community service" in Room Manager.

The managers may decide, using the system definitions, which meeting type an event is.

Other topics

Managers were informed to contact Ric Rea to obtain the dollar amount for any new staff positions they wish to request in the FY10 budget.

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

Kudos

Denyvetta shared kudos about newspaper articles featuring RE and BE.

The shelving volunteer at RE was given kudos for doing such a great job. CH had a very popular program.

Denyvetta distributed the Relief Staff Handbooks as well as the revised Table of Contents and Misc. Procedures section for updates to their Managers' Handbook. Each handbook has a section for managers to insert documentation specific to their library. Kudos to Nita for compiling all of the information and updates!

Character First

Denyvetta shared the "Character First" for March: "Sincerity vs. Hypocrisy." (Eagerness to do what is right with transparent motives) The five key concepts to sincerity are: Say what you mean; mean what you say; practice what you preach; check your motives and do not take advantage of others.

Misc.

Managers were asked to check the batteries in their weather radios and to replace them if needed in preparation for tornado season. Please contact Frank Ray, BO, if radios need to be replaced.

Denyvetta asked that managers read emails at least twice a day and to promptly respond to requests.

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

Ad Team Update

- Kay informed that the toilets at BE are now flushing more vigorously; the flushing power has increased with the changeover to the new equipment during renovation.
- Photos from the Oklahoma Images database will now appear on the Books by Mail brochure cover.
- Summer Reading program ads will be marketed on bus benches this year. Kay indicated that Kim Terry noted the budget tripled last year for marketing the summer reading program.
- The Northwest Library architects and interior designers came and worked with MLS staff. A "Victorian Punk" theme is possible for the teen area.
- The new Service Center anticipated completion date is September 2009 with staff relocating to the new location in October 2009. Todd indicated the RE renovation is making good progress and SO renovation contract is in negotiations. CH renovations is next to come.
- The Ronald J. Norick Sculpture dedication was held at DN Library today.
- Staff Recognition dinner will be held at the Clarion on November 14, 2009. Invitations to the Literacy Voices fundraiser are in the mail.
- IT installed credit card machines at six libraries.
- The Cultural Survey report will be distributed to all supervisors at BI on March 30 at 2:00p.m.

V. Resource Sharing

Facilitator – Denyvetta Davis, Director of Library Operations

Denyvetta briefly discussed the article, "Who's in Charge?"

She assigned to the managers, Whole New Mind: Moving from the Information Age to the Conceptual Age by Daniel Pink **due December 1, 2009.**

Several managers discussed "Ethics", the second session in the Supervisor training series.

Legislative Day highlights – Karen Bays, ED & Chris Kennedy, DC

Karen and Chris met and visited with several legislators. Chris encouraged more managers to participation next year. Karen was excited to have finally met in person, one legislator she's been missing for the past few years. Donna Morris was also in attendance.

Misc.

The City of Bethany is celebrating their 100 year anniversary. Daniel is working on an oral history project as part of the celebration. Residents and those who work in Bethany are invited to contribute.

Pioneer Library System has arranged bus transportation to the Tri-System Retreat.

VI. Announcements/Reminders

Tri-System Retreat – April 13, 2009 – Hardesty Regional Library – TCCL – Tulsa, OK

Budget entries due – April 17, 2009

OLA – April 20-22, 2009 – Midwest City