

**Metropolitan Library System
Managers' Meeting
Midwest City Library
May 13, 2009
1:30p.m.**

"Your Inviting, Innovative Link to the World"

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

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

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

Tech Support report – Katrina Prince, BE

Katrina distributed and briefly discussed the Tech Support meeting minutes from April along with a copy of the Relay services resource sheet that Kay drafted using information compiled by Anne and Buddy. The relay services information is for those who are deaf, hearing or speech impaired. Katrina informed that this information is now live on Metrolibrary.org located on the library information page.

During the Tech Support meeting, Kim Terry presented the application that will allow users to search the library catalog from MLS facebook page.

Jimmy, IT added a new feature to CyberMars, "Library Thing for Libraries," This feature will allow users to locate similar titles from their search. Kay indicated that Jimmy has not received feedback from anyone yet to know whether this feature is ready to go live. She asked managers to forward their feedback to him.

Denyvetta asked for thoughts on using the Damage Missing Materials form. Managers agreed that they want these forms available on the Intranet. Staff will be able to fill out and print the forms from PDF at the circulation desk but will be unable to save them.

The managers discussed the reserves and exceptions lists and how fiction audiocassettes are filed at their libraries. Kay informed that if the managers are in agreement, the lists can be made according to how they are filed. The managers are in agreement that they want all lists to be arranged by author.

Denyvetta asked the managers if they would like to add a comment line in V-Circ for recurring problems. The managers were undecided. She invited managers to email her with comments by July.

Page Manual – Barbara Beasley, WA

Barbara stated that the committee reviewed and added some of the contents from the old Page Manual to the new manual. Denyveta requested the manual be finalized and available by July 1. Managers are in agreement to add the new manual to the "M" drive. Barbara invited managers to contact her with suggestions.

Public use of fax machines – Kay Bauman, Deputy Executive Director of Library Operations

Kay indicated that Tech Support received a request to consider adding the library service to fax for the public. She asked managers for their suggestions in providing this service and stressed that there must be a strong interest from all of the managers in order to implement. Managers expressed the desire to update fax machines at all of the libraries but only interest in offering faxing as a service if it was coin operated like the photocopiers. Topic will be revisited at a later date.

Tri-system retreat – Denyveta Davis, Director of Library Operations

Denyvetta informed that this was the third year for the Tri-system retreat and asked managers for their thoughts on continuing. Managers expressed the enjoyment of interacting with Pioneer and Tulsa Library System staff and are in favor of continuing. MLS will host the 2010 retreat. Nita will begin research for a retreat location.

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

Kudos

Denyvetta received from Katrina, BE, an accommodation letter to Daniel from Western Heights Board of Education for participating in Parent Night. Kudos to CT staff for serving as an evacuation site during the April fires. Rosemary and her staff kept the library open until 9:30p.m., to accommodate evacuees.

Denyvetta received an email appreciation from a DC customer for the outstanding service DC staff displayed during a visit to the library. Julie, DN, shared an article from the Journal Record titled, "What's the story behind the name."

Kudos to Karen, ED, for receiving high praises on a presentation she presented to an OU class as well as several appreciation notes to ED staff for doing great work. Kudos to RE for their program, "Read to me." RE also received kudos from Denyveta for having zero errors on their April Report of Deposit. MC received kudos for an excellent 100% on their site visit for accuracy and appearance in March.

Character First

Denyvetta shared the "Character First" for May: "Honor vs. Disrespect" (Respecting others because of their worth as human beings). The five key concepts to honor are: Be attentive to those who lead you; respect authority; show loyalty to authorities; remember your elders and value character.

Denyvetta and Candace McDaniel attended the Character First luncheon on April 30. Denyveta informed the managers if they are interested in attending the next luncheon, it's scheduled for May 28 at 12:00p.m.

Misc.

Denyvetta received a phone call from an OSU representative working with the OKC Public Schools requesting that surveys be distributed to CH, DN, RE, SO and VI for review by parents of 7th graders.

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

Ad Team Update

- Kay informed that MC is receiving a new roof. The restrooms at WA are being painted.
- Harrah is rescheduled to receive a new utility pole on Friday, May 22.
- Donna is currently in Washington, DC attending Legislative Day returning on Thursday, May 14.
- Kay indicated the A & P committee meeting is scheduled for Thursday, May 21. She informed that they are working on numerous policies and procedures and policies of those with more than housekeeping changes go to the Commission for approval. Three policies will be discussed by the committee during next week's meeting.
- A few changes were made to the SH120 Wages Policy and to ensure the SH 220 Employee Leave Policy is easier to locate, some rearranging were made alphabetically.
- Kay stated, the FMLA are now separate policies and that MTC has new on call procedures to add. There are revisions to the SH400 Performance Appraisal & SH400.1 Administrative Procedures policies to go along with the suggested changes that Right Management has suggested.
- Donna and Lloyd met with all the directors regarding the budget.
- Donna, Kay, Randy, Jimmy, Patrick and the SO Library architect participated in a charette on last Wednesday to identify the priorities of the SO project. Kay indicated that plans for the NW Library were 95% complete. Kay, Todd, Jimmy and Anne are still in the process of revising the plans.

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- Kay informed the managers that the furniture bid went out for the new Service Center and indicated the Service Center has a handling system that's due to open soon. She distributed print outs of bins that will be used and invited the managers to go onto the website for specifications. We will be using these bins in addition to the totes for routing our materials so managers need to make preparations for using them in their work rooms when the Service Center opens.
- Kay asked the managers if they are ready for the new feature on our catalog that recommends similar titles to go to the public. She requested that managers review it with staff so that it can go live after Wednesday, May 20. She suggested that staff be prepared to answer customers questions.

IV. Resource Sharing

Database reviews – Priscilla Doss, BI

Priscilla shared that BI staff is working on a project that would make the MLS databases more customer friendly by listing all the databases in one binder. She assigned each staff member seven databases to arrange in alphabetical order by title. Priscilla has agreed to add project to the "M" drive upon completion.

OLA & Workshop/training highlights

Denyveta shared that she had a great experience participating in the FOLIO activities, fundraising workshop, a luncheon and business meeting during OLA. She attended the poverty session at Langston/OKC in April and informed that there are plans to open a poverty center in Tulsa, OK.

Karen and Rosemary also shared highlights from OLA. 32 MLS staff members attended OLA this year.

Other

The Friends of the Village Library annual fair is scheduled Saturday, May 16.

X-change is Monday, May 18 at MC.

V. Announcements/Reminders

Next meeting – June 24, 2009 – Del City Library