

**Metropolitan Library System
Managers' Meeting
Del City Library
June 24, 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.

Guest: Linda Hyams, Security Manager, Patrick Williams, Director of Facilities, M. Hock, OKC Metro Gang Task Force, & Stacy Schrank.

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

I. Gang Awareness Panel – Linda Hyams, Security Manager

OKC Metro Gang Task Force - M. Hock, Investigator

Linda introduced M. Hock, from the Oklahoma City Metro Gang Task Force. Mr. Hock has been a member of the Oklahoma City Police Department for 22 years and on the Metro Gang Task Force for 15 years since it was formed in February 1994.

A slideshow presentation was shown to raise awareness of the different gang sets in the city and how to identify them. Mr. Hock indicated that there are 5000 documented gang members throughout the city with 106 confirmed gang sets and 6 major gangs the make up 65% of all gangs.

Tagging & Graffiti – Linda Hyams, Security Manager and Patrick Williams, Director of Facilities

Linda distributed information on the difference between tagging and gang graffiti and informed the managers that CH, DC, DN & SO are having graffiti problems. She asked that they report all graffiti by completing an incident report and notifying the police; reading the graffiti to determine the nature of it; recording it with photos for evidentiary/historical purposes and removing it as soon as possible once all information is gathered and the police have visited the site.

Patrick asked the managers to immediately report these activities to MTN so the process of removing graffiti may begin. He indicated that MTN is looking into an organic product for removal. Linda invited managers to contact her or Justin with any questions or concerns.

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

Kudos

Denyvetta received an article from Phil, CH, highlighting "Getting Creative at the Library." Michael, RE, forwarded an article highlighting the Juneteeth celebration. Jamar, DC, forwarded an appreciation note received from a young DC customer.

Denyvetta expressed her appreciation to the managers and Nita by presenting each of them with an "Essential Piece" gift boxes that included an essential piece ink pen, puzzle piece pin and a quote.

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

Ad Team Update

- Kay asked the managers to make note of projects they are working on and to continue adding to the Strategic Plan page on the Intranet.
- Kay informed the managers that the July 21 tour scheduled for the new Service Center has been postponed.

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- Material Selections reported that E-books are being purchased online that will be Sony compatible and will be available soon. We hope to have about 300 titles when we first 'go live'. Kay is uncertain when this will occur.
- Pauline is teaching a Dewey classification course at Missouri State Library.
- The video of Spoticus on tour is on the Intranet. Kay stated that there was an article in the paper highlighting a photo of Spoticus with Susan McVey.
- Kay informed that the staff representatives will be trained by Right Management on the new performance appraisal program and the representatives will train supervisors.
- Kay, LaVetta, VI, Patty, SO, and Jimmy, IT, have met twice to discuss self serve reserves and have spoken with staff at locations to receive feedback. RE will become the pilot for self serve reserves when they return to their building. As the libraries move into the process of self serve reserves, the labels will be specific to each location. LaVetta has a plan that she's been working on. Kay invited the managers to contact any member of the self serve reserves group with any concerns.
- Kay indicated that the Computer Use group, which was established to create current computer assignments, will be looking into computer signups in the YA areas. She informed that Julie Ballou, DN, is replacing the former DN manager in the group. The meeting on June 25 has been postponed and rescheduled for August.
- Maintenance has a new driver and a new truck. Kay informed that another route will be added for Saturday pickup sometime around the first of the year. Stuart, PLA, is a member of the group formed to and is assisting in suggesting the best routes for the system. He rode with the maintenance drivers last week.
- The revenue for meeting rooms at DN is up 25% from last year.
- The DN alley completion has been delayed one month.
- A total of \$50,000 was received from the Endowment Trust and Friends of the Library to go towards public art at RE and SO.
- IT reported they were notified that there was peer-to-peer file sharing on the system server. The problem was researched and found.
- Kay will draft a memo that will be sent to staff regarding the cost of copies for staff. Black and white copies for both printer and photocopies will be 5 cents per copy. Color copies are 25 cents per copy.

Misc.

Rosemary invited everyone to attend the CT Library Guild cookbook tasting on August 10. The cookbooks are available to purchase.

Barbara informed that the men's restroom at WA is complete and re-opened to the public. The women's restroom is now closed to the public. WA has portable restrooms available outside of the library.

IV. Announcements/Reminders

Next meeting – July 22, 2009 – Southern Oaks Library