

**Metropolitan Library System  
Managers' Meeting  
Edmond Library  
August 19, 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:** Stuart Williamson, PLA; Heidi Johnson, TP and members of MLS staff.

**Meeting called to order at 1:00p.m., by Denyveta Davis, Director of Library Operations.**

Denyvetta welcomed everyone to the meeting and introduced Stuart Williamson as the facilitator to discuss the delivery route segment of the meeting.

**I. Open Discussion**

**Delivery route and sorter – Stuart Williamson, PLA**

Stuart presented to the managers and guests, a PowerPoint presentation that he implemented regarding the upcoming new delivery routes, sorter and bins. He discussed the route changes that will affect all of the Metropolitan Library System libraries and informed that the goal is to speed the process of getting materials to our customers with three delivery drivers and three routes.

With the NW Library opening soon, reserves and interagency mail will increase in the system, requiring an additional stop. A third delivery route is needed to handle the developments of more frequent deliveries to the extensions and adding a Saturday delivery route to the main libraries to reduce the mail volume on Mondays and Tuesdays.

Stuart indicated they have hopes of finalizing all of the routes by the end of August 2009 and to communicate the changes to staff in September. The new delivery route without Saturday deliveries is scheduled to begin in October with Saturday deliveries beginning in November or December.

The new Service Center will house the new automated RFID sorting machine to sort materials into the new aluminum bins and will enable the system to purchase and process new materials. Implemented as part of the Reserves Task Force, each library will receive at least one bin to be used for unsorted outgoing mail. New books and machine-sorted materials will also be delivered in these bins. Equipped with handles and wheel locks, the bins are 26" x 26" x 39.5" in size, approximately 41 pounds and will hold about 180 items.

Stuart will email the PowerPoint presentation to all of the managers to share with their staff.

**Other topics**

Heidi Johnson, TP, shared results from her survey of library managers. She informed the managers that nonfiction audios without materials will be processed like fiction audios. Nonfiction audios with materials will continue to be processed with the plastic bags.

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

**Kudos**

Denyvetta received from Rosemary a schedule from Eastern Oklahoma Technical School highlighting library programs. She received numerous customer appreciate notes from managers at BE, DC, DN, RE and WA, regarding staff.

Julie gave kudos to DN staff for attendance numbers being up during programs. Michael gave appreciation to RE staff for their excitement and motivation. Phil is proud of CH staff.

**Metropolitan Library System  
Managers' Meeting  
Edmond Library  
August 19, 2009  
1:30p.m.**

**III. Resource Sharing**

**Tech Support meeting report – Katrina Prince, BE**

Katrina briefly discussed updates made to the Intranet home page. The supply catalogs now feature photos of items and the MLS Recycling page on the Intranet has been updated. The borrower tab on CyberMars has changed to "My Account" to make it easier for customers to locate how to pay fines.

Katrina Prince-BE; Anne Fischer-IT; Kim Terry-MaC and John Lewis-CT, are members of a new committee formed to discuss and possibly implement key chain cards in the near future. Anne has met with Julie-DN, and will also meet with Lloyd to discuss the possibility of offering inexpensive earphones to the public for sale as a pilot project.

**"MLS: Hire Ground?" by Norman Oder – Denyveta Davis, Director of Library of Operations**

The managers briefly discussed the highlights from that article relating to hiring librarians with Masters of Library Science degrees.

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

**Ad Team Update**

- Kay informed that as of August 12, most of the Commissioners have been reappointed. The Commissioner for Bethany has not been reappointed as of yet.
- New library ads are currently running on Channel 9 through the end of August. Ads will run on Channel 5 in September and Channel 4 in October. They may also be viewed on the Internet.
- MaC received a grant from Friends of the Library to make more ads.
- Office 2007 is currently being installed on all of the computers throughout the system. Staff may continue to access Office 2003 through the end of the year.
- The numbers are increasing in E-books.
- No decision has been made as to who the author for Literary Voices 2010 will be.
- Emily Williams had a book review article in the YA Services Magazine regarding summer 2009.
- The Policy & Procedures Committee continues to meet and review policies.
- Managers will be provided training in September for the new appraisal system.

**Misc.**

Denyvetta gave kudos to BE for receiving 100% accuracy & appearance on their site visit.

MC received a \$1300 donation from a quilter who passed on.

Denyvetta received emails from a few managers informing their paperback inventory is complete.

**V. Announcements/Reminders**

Annual paperback inventory – August 1-31

Next meeting: Downtown Library - September 23, 2009 at 1:30p.m. (New appraisal system training)