

**Metropolitan Library System  
Managers' Meeting  
Downtown Library  
December 16, 2009  
1:30 p.m.**

***"Your Inviting, Innovative Link to the World"***

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

**Guest:** Karen Marriott, MSL

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

**I. Partner Information/Update**

**Routing reserves from the Service Center – Karen Marriott, MSL**

- Karen informed the managers that MLS library e-books are capable with Sony readers and will not work on Kindle e-readers.
- Furniture for the Service Center will be moved in on December 28, 2009 and IT will install computers the following week. Tech Processing and Cataloging will be the first group to move into the new location on January 11, 2010.
- Immediately after the move into the Service Center, CD books will be processed without bags. Items in bags will have duplicate barcodes inside and on the card.
- Tech Processing will add gold dots and location codes for adult fiction including large print. They will also included RFID tags and bar codes in all items including paperbacks that are not cataloged.

**II. MLS News/Updates, & Misc. – Kay Bauman, LO**

**Ad Team Update**

- RE grand reopening went great on December 14, 2009.
- ODL is having budget cuts with 27 positions currently unfilled.
- The Friends of the Library Coordinator has been selected to begin on January 11, 2010.
- IT is working on the binning system program at the new Service Center.
- HUM is short staffed with two staff members out of the office. Kasandra, the new ¾ time Benefits Administrative Specialist joined MLS on December 14, 2009.
- Candace reported that Open House was a success with over 100 pictures taken with Santa.
- The statistical report is in the Commission packet. Circulation is up this year.

**III. Open Discussion**

**Circulation renewals**

Staff should continue to follow the circulation renewal policy. Do not recheck out items once the renewal limit has expired.

**Schedule Adherence – staff late for work**

The managers briefly discussed issues of staff members arriving late for work and how to handle this matter on the new evaluations.

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**Site visits**

- Effective January 2010, managers will conduct quarterly internal shelf checks for accuracy and appearance and submit checklist to LO. Denyveta will continue to schedule a time to visit with managers. Her visits to check shelves for accuracy and appearance will be unscheduled. Denyveta will send managers a copy of the site visit checklist via email.

**Other topics**

- Managers and assistant managers will work at least one evening each week rotating weekly or monthly in addition to working one Saturday and Sunday each month. This will provide an opportunity for managers and assistant managers to observe job performance of part-time and weekend employees and to observe customer usage patterns, etc.
- The Cash Deposit Committee has reconvened and will work on methods to decrease the number of errors. Betty Scott-BO; Julie Ballou & Tim Fisher-DN and LaVetta-VI will serve as committee members.
- Libraries will begin working on the "innovative" part of the strategic plan.

**III. Resource Sharing**

**Discussion – "A Whole New Mind" by Daniel Pink**

The managers had a general discussion.

**Other**

Please forward two (2) signed copies of performance standards to LO. Denyveta will forward a copy to HUM.

The interview team will interview for the MLO at ED on December 18 and December 21, 2009.

**V. Announcements/Reminders**

Next meeting: Belle Isle Library – January 27, 2010.

PLA Conference – March 23-27, 2010 – Portland, OR