

**Metropolitan Library System  
Managers' Meeting  
Ralph Ellison Library  
March 31, 2010  
1:30 p.m.**

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

**Attending:** Denyvetta Davis, Kay Bauman, Barbara Beasley-WA, Julie Ballou-DN, LaVetta Dent-VI, Priscilla Doss-BI, Rosemary Czarski-CT, Chris Kennedy-MC, Katrina Prince-BE, Michael Owens-RE, Randy Wayland-SO, Angela Thornton-ED.

**Guest:** Anne Fischer-IT; Heidi Johnson-TP; Karen Marriott-MSL; Dana Morrow and Anita Roesler-OUT; Stacy Shrank-PLA and Kim Terry-MaC.

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

**I. PLA Highlights**

Denyvetta invited the managers to share highlights from PLA. Katrina, BE stated that for her first time attending PLA, she really enjoyed the sessions and the experience of meeting new people. She and LaVetta, VI shared highlights from the "Creating Self-Directed Library Environments" session they attended.

Michael, RE expressed that he enjoyed the conference and felt fortunate to be able to attend. Chris, MC stated that he received a lot of information from attending PLA. He distributed to the managers, handouts with notes highlighting the "Customer Service" and "Display Theme" sessions he attended.

Barbara, WA and Stacy, PLA shared highlights from the "Health and Wellness" session at PLA. Randy, SO briefly discussed information received from the "Black Belt Librarian" session he attended. Phil's notes from PLA were shared by Denyvetta in his absence. She informed that Phil visited several libraries with Todd, CON and attended a number of sessions related to remodeling/renovating buildings.

Denyvetta stated that she was excited to attend PLA Preconference. She attended "Tag. You're it!" a session facilitated by staff from Jefferson County Library System and Multnomah County Library System. Implementing a "Person in Charge" training program was discussed. She will share this information with Stacy. Denyvetta also attended and briefly shared information from the "Table Talk on Staff Recognition" and a product called "Sub Finder" available in the Exhibit Hall.

**II. Kudos**

Katrina was excited about the program funded by Friends of the Library for new art in the children's area at BE. She passed around for managers to view a copy of the four panels of children portraits painted by Daniel Gordan.

Julie informed the managers that Buddy Johnson is anticipating receiving the original 1964 Oklahoma Urban Renewal 3D model of Oklahoma City to put on display in the Oklahoma room at the DN Library for six months. Created by IMC Architects, the model will be displayed during the Mayor's Conference and the Main Street Conference.

Rosemary shared that CT received an appreciation letter from a customer regarding a previous incident in the library parking lot.

**III. Self Serve Reserves – Michael Owens**

Michael informed that self serve reserves at RE is going well. There were some retraining of staff and customers, and although there are some technical challenges, everyone is very pleased and feels positive about self serve reserves.

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**IV. MLS Partnership**

**Programs – Kim Terry, MaC**

Kim briefly shared what she learned in the "Creating Self-Directed Library Environments" session during the PLA Preconference. She passed around examples of templates that she created for weekly programs and will forward templates to the managers upon request.

Kim indicated that she sent several emails to the managers requesting replies back and only received responses from two managers. She asked the managers to please reply back when emails are forwarded. Contact MaC if marketing supplies are needed.

**BookFest – Dana Morrow and Anita Roesler, OUT**

Dana informed the managers that a request came into the MaC office from Sonic Marketing expressing interest in a book reading program for age groups 19-54. A grant will be written to fund the program. Dana asked for the managers' opinions in having a reading program in October for this age group. Managers agreed.

Anita spoke about the prizes to be given out during the reading program and informed that the program will take place October 1 through October 31.

**Children's Headphones – Anne Fischer, IT**

Anne asked if everyone received their keyboards for the children's computers. She informed the managers that the children's headphones are being destroyed at an alarming rate in which six have already been lost in three months. She brought with her some of the damaged headphones for the managers to view.

Anne indicated that children's headphones are \$17 a pair and heavy duty headphones are \$5 a pair. She asked the managers if they would like to continue with the children's headphones or go with the heavy duty headphones. The managers agreed on the heavy duty headphones. IT will continue to send children's headphones until they run out then they will begin sending heavy duty headphones. Anne will order more of the \$2 headphones that customers can purchase.

The managers were asked to send their request for budget type items to Anne. She indicated that flash drives for all employees are still in the plans and that drafting guidelines for flash drives are on her list of things to do.

**CD/Book Processing – Karen Marriott, MSL and Heidi Johnson, TP**

Karen asked the managers to send her an email of their estimate on the quantity of CD cases and RFID tags needed. She will need an idea of how much to put in for on next year's budget. She passed around a sheet for the managers to add an estimate of what they plan to process.

Barbara, WA showed examples of CDs processed by WA staff and by Tech Processing. She demonstrated how to remove labels from cardboards to CD cases.

Heidi informed that some items will need to stay in bags due to the weight of larger items and the concerns of cases being damaged when dropped in book drops and bins.

**V. MLS News/Updates – Kay Bauman, LO**

**Ad Team Update**

- Staff Recognition dinner will be held on November 20<sup>th</sup> at the Clarion.
- Kay informed that weekly conference calls are held with the architects for NW Library.

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- The NW Library Groundbreaking had a good turnout from the Ad Team, Commissioners, City Officials, MLS Friends and others on March 30, 2010.
- Kay indicated that Donna encourages the managers to attend Legislative Day on April 6. She asked that they inform Donna if they would like to attend.

**VI. Reminders/Announcements**

**Reminders**

The next Circulation Forum meeting is scheduled at Ralph Ellison Library on May 5. Julie asked the managers to invite their circulation clerks to contact her with any concerns they may have.

**Announcements**

Tri-System Retreat – April 26, 2010 – Atkinson Heritage Center – Midwest City, OK

OLA/MPLA Conference – April 19-21, 2010 – Cox Center – Downtown Oklahoma City

X-Change – May 17, 2010 – Belle Isle Library

Next MLO Meeting – May 19, 2010 – Midwest City Library