

**Metropolitan Library System
Managers' Meeting
Del City Library
June 9, 2010
1:30 p.m.**

"Your Inviting, Innovative Link to the World"

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

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

I. Leadership

Denyvetta briefly spoke about the book written by John Maxwell titled "Developing the Leader within You". Managers received a deck of cards that represents words of value on each card and were asked to form two stacks from the deck. Stack "A" was formed as their primary stack by selecting six cards that best represents themselves and stack "B" being their secondary stack by selecting six additional cards that represents family. Everyone then choose two cards that best represents their values in and away from the workplace as they were broken into groups of three's to discuss and compare the cards chosen by each person. The managers briefly shared their comparisons, what the value words meant to them and how these words impact their lives as managers and employees.

Denyvetta distributed a "Leadership Orientations: The Four Frames" questionnaire with questions that asked everyone to describe themselves as managers and leaders. The questionnaire is keyed to four different conceptions of organizations and the task of organization leadership such as, Structural, Human Resource, Political and Symbolic. Upon completion of the questionnaire, each manager briefly shared their scores and the conception of organization that best describes them.

II. Budget

Denyvetta informed the managers that the A & P Committee and the Finance Committees approved the preliminary budget for FY11 and a 4% increase market adjustment for all employees. The recommendations will be presented at the Commission meeting at the DN Library on Thursday, June 17.

III. Summer Reading

Denyvetta was asked whether or not there is a requirement that children come into the library with a parent/guardian to sign up for summer reading. She advised that according to the summer reading training children must "be present" in the library to sign up for the summer reading program. OUTREACH can be contacted for clarification if needed.

Denyvetta asked Angela about her first experience with summer reading at ED. Angela indicated that there were about 1800 kids to sign up over a three day period. Phil-CH asked for ideas regarding keeping volunteers busy during slow periods.

An email was shared with the managers regarding Frontier City tickets that were stolen from summer reading packets at one of the libraries. Katrina asked the managers to take the appropriate measures to keep theft of prizes from occurring. Only summer reading volunteers should be allowed behind the desks.

IV. Kudos

LaVetta-VI gave kudos to Sally and Mallory for their idea of giving the children coupons for prizes. She received an email from a clerk expressing the fun in giving prizes to the children.

Katrina-BE and Angela-ED both gave kudos to their staff for doing great work.

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V. Sharing

Michael-RE shared with the managers that the Public Art for RE has narrowed its' selection down to three candidates. Staff is excited about the candidates coming to RE at some point to give a presentation of their art. No date has been set at this time.

Phil informed that CH new meeting room was open for the Neighborhood Arts Program. He expressed such joy to have a really nice meeting room.

Barbara-WA informed that the painters have finished inside and outside of the library.

BI has new sinks and stalls in their restrooms as well as a new water fountain.

Julie-DN indicated that the model of Downtown will be on display at the Mayor's Conference on Monday, June 14.

The Commission meeting on Thursday, December 9 will be held at CH instead of DN.

VI. MLS News/Updates

- Denyveta indicated that information shared at the X-Change meeting was distributed to the Ad Team.
- Literacy Voices are considering having their dinner at the DN Library. They are anticipating over 300 people in attendance.
- Donna and Todd-CON met with the Edmond City Manager. They went to look at property between Covell, Kelley and Santa Fe for a possible library site.
- The Webcam is up and running at the NW Library location.

VII. Other topics

MC and VI are having problems with customers browsing the reserves shelves and staff is finding reserves scattered throughout the library. Managers have concerns of customers removing labels from reserves and attempting to check them out. They asked Denyveta for her thoughts on educating or warning customers who are caught committing these acts. Denyveta feels that educating customers would be a better solution at this time.

Denyveta informed the managers that a timeline for implementing self serve reserves at other libraries has not been established.

VIII. Reminders/Announcements

Announcements

RE Juneteenth Celebration will be held on Saturday, June 19 from 10:00a.m. - 5:00p.m. Northeast 23rd and Martin Luther King Boulevard will be blocked off during the event.

Denyveta informed managers that the loan periods for fines for DVDs has not been approved by the Commission and asked them to wait until approved and an implementation date has been established.

Reminders

Next MLO Meeting – July 21, 2010 - Choctaw Library