

**Metropolitan Library System  
Manager of Library Operations Meeting  
Downtown Library  
December 15, 2010  
1:00 p.m.**

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

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

**Guest:** Diane Sarantakos-DEV.

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

The managers participated in the one hour Compensation and Classification Study Project Review session conducted by Paula Singer and Laura Francisco of The Singer Group.

**I. LO Partners**

**Development updates – Diane Sarantakos, DEV**

Diane gave an update on the Library Endowment Trust annual fund campaign. She indicated that the goal of the campaign is to target new donors and expressed the incredible amount of responses received so far. Written statistics will be forwarded to the managers at the end of the campaign.

The Library Endowment Trust Annual Literacy Voices dinner sold out reaching the capacity level of 500 in attendance with Laura Bush as the author. A mailing is going out to those that may not have been able to get a seat at the Literary Voices event to promote the "Author Confidential" event that will take place at the Downtown Library on April 13, 2011.

Diane briefly discussed the gift book donation forms made possible with the purchase of the new database addition and with the assistance of Kellie, PLA. The web address of supportMLS.org/bookdonation will be indicated on the new form and customers will be able to go online to fill in their donation information. Customers with email addresses will receive E-receipts and those without email may contact Chris, DEV if they prefer a receipt. Diane will speak with Kellie regarding a print receipt option. The new form & website will be available by January 1, 2011.

**II. Kudos – Customer Service**

Rosemary, CT, received an appreciation card from one of their customers who also treated staff with cookies. BI staff received a huge box of candy from one of their customers.

A donation in honor of VI staff was made to the Library Endowment Trust. DN received a thank you card from a customer regarding the great turnout during DN Open House on Sunday, December 12.

CH had a great turnout during their annual open house on December 11. Phil enjoyed using the new meeting room and informed it was a wonderful experience during the Library Commission Meeting.

**III. Sharing**

**Librarian Forum Planning Committee – Angela Thornton, ED**

Angela, ED shared that the title "Connect" has been chosen for the Librarian Forum. The first Librarian Forum meeting is scheduled for March 22, 2011.

**Safety Committee – Phil Tolbert, CH**

Phil distributed the Safety Committee meeting minutes from November 9 and informed that the committee meets on a quarterly basis at different locations. He briefly discussed safety training and the requirement needed upon returning to work from an accident. 30 minutes of safety training pertaining to the current injury is required immediately upon returning to work in addition to the required 30 minutes of training for the quarter.

The Safety Committee tours each library during their meetings. Phil asked the managers to be sure that their library's storage room has a clear path for walking.

Kay briefly discussed the issue of staff being in the library after hours as a security and safety issue. No one needs to be in the building after hours unless it is an emergency or one of the times when the manager has scheduled staff to clear the book drop over a holiday. If there is some other reason to be in the building, which will be rare, then notify Patrick, MTC, in case he receives a call from the alarm company or police.

**Metropolitan Library System  
Manager of Library Operations Meeting  
Downtown Library  
December 15, 2010  
1:00 p.m.**

**VI Page Manual – LaVetta Dent, VI**

LaVetta briefly shared an overview of VI Page Manual. She tailored information from the system wide Page Manual to fit VI. The VI Page Manual has been uploaded onto the shared drive for the managers.

**Training/Meeting – Highlights**

Denyveta shared highlights of events during the Creativity World Forum she recently attended. She stated the forum was about innovation and creativity with many local artists in attendance, it was filled with lots of energy. They visited various venues in the Automobile Alley area including the Untitled Art Gallery.

Denyveta also attended the Oklahoma City Public School District meeting and informed the managers that the district voted to implement the year round school calendar beginning on August 1, 2011 ending on June 1, 2011.

Katrina-BE, visited with Anne-IT and Kim-MaC to discuss keychain library cards. Tech Support sub-committee members, Katrina-BE, Kim-MaC, Anne-IT and Josh-JN will look into keychain cards. Katrina informed that Kim and her staff are in the process of putting some designs together.

**Other**

Rosemary has concerns regarding CT clerks receiving ILL materials with no indicator of the contents in the packages. Denyveta will speak with Pauline, CAT, regarding this concern.

**IV. Other topics**

**Meeting room request from church groups**

The managers briefly discussed groups that meet at the libraries where their noise is a concern. Kay advised the managers to review the meeting room policy and informed that Candace, LO, is working on a meeting room draft. Managers are invited to contact Candace with any questions. Further discussion will take place at the February MLO meeting.

**Meeting refreshment budget**

Denyveta informed that there is a \$50 refreshment budget for the Commission and the Manager of Library Operations meetings. Denyveta will check with Lloyd on how to handle reimbursements the budget for locations that host the Commission meeting twice a year.

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

- Kay informed that the Staff recognition dinner went well. The video may be viewed on the Intranet.
- DN Open House was held on Sunday, December 12.
- Randy informed that SO found a new temporary location at Southwest 59<sup>th</sup> & May Avenue, the old Hancock Fabric store. There are hopes to make a bid in mid January, 2011. The move out date is tentatively scheduled for April 1, 2011.
- Diane gave an update on the Library Endowment Trust.
- Kay shared that the Policy & Procedure committee is working on a social networking policy. Staff is encouraged to read the SH620.2 Email Guidelines, which are similar to the social networking concept as well as reviewing the SH620.3 Email Etiquette and SH620 Staff Use of Public Library Property and Services Policies. When using personal email on library servers they may be subject to the Open Records Act.

**Misc.**

Kay informed that customers are bringing to our attention that materials are being checked in then checked back out when items are on reserves. This is a problem especially when it appears that an employee did it for him or herself. She reminded managers that it is mandatory for staff to follow library policies. Kay encouraged managers to require that an employee either use the self check computers to borrow materials or have another employee check them out. Also, for one employee to always have another authorized employee clear his/her fines and other financial transactions.

**Metropolitan Library System  
Manager of Library Operations Meeting  
Downtown Library  
December 15, 2010  
1:00 p.m.**

Kay discussed with Donna and the deputies the feedback regarding tax forms. Kellie, PLA, is working with Sharon Bish, DN, in putting together a stronger resource page to increase resources around the city for customers. Kellie is also checking on free government websites.

**VI. Reminders/Announcements**

- January MLO meeting – January 19, 2011 – Belle Isle Library @ 1:30pm.