

**Metropolitan Library System
Manager of Library Operations Meeting
Edmond Library
June 15, 2011
1:30p.m.**

“Your Inviting, Innovative Link to the World”

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

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

Denyveta introduced and welcomed Tera McAmis, who began her new role as Manager of Library Operations at DC on May 31, 2011. The managers introduced themselves. Tera expressed her excitement to be a part of Metropolitan Library System and stated she has enjoyed all of the assistance and support she has received from staff since her arrival.

I. Open Discussion

Customer Appreciation Month – Phil Tolbert, CH

Phil reminded the managers of the agreed all system theme for customer appreciation month, “Celebrate! Top ten reasons we ♥ our customers.” Doug Bentin will create a top ten list. Each library will receive one 24” x 36” poster or the managers may select another size. There will be bookmarks available. Libraries will use their individual budgets for any specific activities during the month.

Performance Standards Update

Denyveta distributed a performance standards spreadsheet with purposed changes. She informed that measurements have been removed and specific guidelines will be developed by the MLO Advisory Group and presented in a separate document. The managers were asked for their thoughts on the revised standards. All agreed standardized measurements for staff would be best instead of different measurements at each location. Any ideas may be forwarded to Denyveta.

Cash Deposit Committee Update

Denyveta distributed the cash deposit and accuracy spreadsheet prepared by Stuart, PLA. She shared that the format of the monthly cash deposit would be updated through the efforts of Stuart, the Cash Deposit Committee, and the Business Office. The Cash Deposit and the MLO Advisory Group decided the measurement range for staff to “meet” the money handling/cash deposit performance standard would be 87-97%. Denyveta will keep the managers informed as more information is received.

II. Kudos

Katrina extended kudos to BE staff for their hard work in handling the reserves on their first opening day after being closed for new carpet installation and for their dedication to be prepared and ready for Summer Reading to begin.

Barbara, WA gave kudos to Kelly and Jessica for exceptional program enrollment stats.

LaVetta gave kudos to VI youth adult librarian who surpassed the number of teen sign-ups for Summer Reading.

Tera shared that over 1,000 youngsters and teachers attended a DC summer reading program at the local school.

III. Sharing

CONNECT – Angela Thornton, ED

Angela was excited to share there was a lively crowd in attendance at the June 14 CONNECT meeting. Reader’s Advisory reading lists were exchanged. She will contact the speaker next session for confirmation.

Safety Committee Update – Phil Tolbert, CH

Phil distributed minutes from the May 24 Safety Committee meeting at RE. He informed for the first time in MLS history, there was 100% participation during 1st quarter safety training. Chris Kennedy and Heidi Johnson are now members of the Safety Committee.

Training Highlights

Rosemary attended a storytelling workshop.

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Summer Reading

The managers spoke on some of their challenges and concerns regarding Summer Reading prizes and briefly discussed options for different prizes. Most believe prizes should be more kid friendly. Denyveta will discuss the concerns with Outreach.

MLS News/Updates

Randy shared that SO will be in their temporary location a little longer than expected. He informed that construction has begun at the permanent building. At this time, there is no set date to move back to the permanent location.

Chris, MC informed everyone that some ceiling tiles fell during recent severe weather. The project to repair the roof may take another three to four weeks to complete.

Michael stated the air conditioning at RE was broken for a short while and is now repaired. A new bike-rack was installed. Juneteenth takes place on Saturday, June 18.

Library News – Local/state/national

Denyveta informed the managers that the proposal to increase PLA dues by \$5 has passed. The new dues of \$55 will begin September 2011.

Please forward Pioneer Library System materials to ILL.

Denyveta shared that only about 40% of staff have returned their benefit forms to HUM. She asked the managers to remind staff that forms are due on June 16.

2nd quarterly safety training is due June 16, no later than June 30. All managers have completed and submitted their safety training forms.

The ED Manager of Library Operations II position has reopened.

Denyveta, Julie, Donna and Todd toured the NW Library site on June 7. Managers will tour the NW site on August 17.

IV. Reminders/Announcements

July MLO meeting has changed to July 13, 1:30pm – DN

August MLO meeting – August 17, 1:30pm – NW Library tour