

**Metropolitan Library System  
Manager of Library Operations Meeting  
Downtown Library  
July 13, 2011  
1:30p.m.**

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

**Attending:** Denyveta Davis, Kay Bauman, Julie Ballou-NW, Barbara Beasley-WA, Rosemary Czarski-CT, LaVetta Dent-VI, Priscilla Doss-BI, Chris Kennedy-MC, Tera McAmis-DC, Michael Owens-RE, Katrina Prince-BE, Phil Tolbert-CH and Randy Wayland-SO.

**Guest:** Diane Sarantakos, DEV and Donna Morris, Executive Director

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

**I. LO Partner Information/Updates – Diane Sarantakos, DEV and Donna Morris, Executive Director**

Diane informed the managers that the VI and RE landscaping projects are complete. She is currently in the process of working with Chris on the MC landscaping project.

Please forward community stories to Diane. She shared a story of a little girl from Edmond name Joy Laudrenburger who has autism and does public speaking across the country. She was featured in a Newsok.com article titled, "Dog helped open up world for Edmond girl with autism." Diane has plans to reach out to Joy to see if she would be interested in speaking at our library.

Donna greeted managers and gave a brief overview of the Compensation and Classification Study. The AdTeam met with Singer Group on July 11 & 12 to discuss the progress of the study. Donna indicated that good results were received from the employee survey and shared that MLS salary structure is very good. The Singer Group is developing an appeals process and has completed a very extensive benefits survey (which may be viewed via the Intranet.) The Project Review Committee received a confidential draft of the findings and recommendations. Donna expressed that she is very impressed with Singer Group consultants Laura Francisco and Paula Singer.

Donna informed the managers the parking lot at NW is still not paved.

The Finance Committee will meet during the second week of August to review the FY2011-12 final budget. The recommendations will be presented at the Commission meeting on Thursday August 25 at BI.

**II. Kudos**

Priscilla shared a newspaper article highlighting the monument on BI property. She stated about 115 people attended the 60<sup>th</sup> year anniversary celebrating the monument. BI received thank you cards from two prisoners in the process of being released thanking staff for explaining the library card sign-up process.

LaVetta gave kudos to VI staff for doing a great job while she was away on vacation.

Katrina, BE extended appreciation to the maintenance crew for assisting her in bringing up the MLO refreshments for the meeting. She thanked Candace for arranging parking before the MLO meeting.

Tera was excited to share that teens were well behaved during a summer program.

Michael gave kudos to RE new staff members for stepping up during the Juneteenth celebration.

Denyvetta informed the managers that Nita also forwards the MLO meeting minutes link directly to LO staff and feels it is good that they see the managers are giving kudos.

**III. Open Discussion**

**RFID**

Denyvetta informed the managers that Anne, IT asked for specifics on any RFID problems the libraries are having. Several managers have concerns that the pads are not functioning properly when scanning some tags. Denyveta asked managers to document their concerns so IT may resolve the problems. Managers agreed to IT possibly visiting the libraries to observe and maybe purchasing stationary stands for wands. Denyveta will discuss with Anne, the managers' ideas and concerns.

**Cash Deposit Monthly Reports**

Each manager was distributed a sample of the new Cash Deposit Monthly Report to begin in August. The new report includes the individual library Monthly Deposits Overview, Deposit Accuracy Report and a Cash Drawer Count Accuracy Report. Denyveta indicated the MLO Advisory group will meet to review other areas of the report. She will inform Stuart, PLA to forward the reports to Nita via PDF or by print and she will distribute to the managers as normal through interoffice mail.

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**Other**

Chris stated that the MC Family Playroom was messy with broken toys all over the floor. After some investigation and Justin reviewing the security video, it was discovered the new janitorial crew were bringing and leaving their children unattended in the playroom. He advised the managers to be certain to lock drawers/cabinets. Denyveta asked the manager to complete/submit the checklist complaint forms and contact Patrick regarding complaints on the janitorial crew.

**IV. Sharing**

**Workshops/Training, ALA Highlights**

Chris expressed the fun he had while attending the ALA Conference and how meaningful it was to him.

LaVetta enjoyed the sessions she attended as well as her visits to many exhibits.

Phil distributed a summary highlighting the workshops he attended.

Denyvetta expressed she had a great time and shared that she attends ALA expecting to learn, make new friends and see old friends. She attended a workshop called, "Succession Planning" facilitated by Singer Group. She volunteered at the International Visitor's Center as an ALA Ambassador. The next conference is scheduled in Anaheim, California.

Julie shared that she, Stacy, Candace and Linda attended an online meeting presentation by FEMA called, "Disaster Information Pilot Specialist Project." The presentation was geared towards recognizing the library's role in disasters.

**MLS News/Updates**

Denyvetta informed the managers that Dana Morrow and Candace McDaniel are performing team interviews for the Conference Service Technician position.

Work on the roof at VI is making process.

Iguana Grill agreed to partner with DN to provide hors d'oeuvres for the "Jazz at the Library" program. Julie indicated they are anticipating a crowd from their late 20s to early 40s. The goal is to have the program on a Friday evening at 6:30p.m.

The Endowment Trust had their first retreat on July 12.

Denyvetta and Diane attended FOLIO at Mustang Public Library. Diane is on the Advisory Board.

Summer Reading statistics are slightly lower this year.

The Policy and Procedure Committee will meet bi-monthly to work on policies.

Denyvetta is beginning telephone interviews for the ED Manager of Library Operations position.

Tera gave an update on the construction in progress at the Del City Community Center. The foyer and restrooms are 90% complete and will reopen on August 16.

Randy participated in a conference call two weeks ago regarding furniture and fixtures for SO Library.

**Library News – Local/state/national**

Denyvetta informed the managers the total attendance at ALA this year was down about 23% from 2010

ESBCO merged with HW Wilson.

There may be a change in Internet domain names.

**V. Other topics**

**Request from Circ Control**

Denyvetta informed the managers that Cheryl, CC asked that staff clearly print their initials on applications. Middle initials should be used when more than one staff member has the same first and last initial.

Denyvetta asked for those who previously volunteered to assist Anne and Jimmy in developing policies for Net Books. Barbara, Priscilla, LaVetta and Rosemary will participate.

Denyvetta requested that all MLOs attend the MetroU workshop "Speaking of Libraries".

Denyvetta asked the managers to contact her with the number of staff members who has completed the Prepared Training workshop.

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The managers briefly discussed the Daily Link. Some managers view it as beneficial in sharing information regarding library programs and projects.

**VI. Reminders/Announcements**

Circulation Forum – CH - August 3

NW Site Tour - August 17, 1:30pm (NW 122<sup>nd</sup> & MacArthur)

Service Plan (2012-2013 due October 1<sup>st</sup>) – MLOs select Service Response