

**Manager of Library Operations Meeting
Warr Acres Library
January 18, 2012
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, Jana Hausburg-CT, Melody Kellogg-ED, Chris Kennedy-MC, Tera McAmis-DC, Katrina Prince-BE, Angela Thornton-DN and Randy Wayland-SO.

Guest: Karen Marriott, MSL; Diane Sarantakos, DEV; and Kim Terry, MaC.

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

I. LO Partners

Playaways – Karen Marriott, MSL & Kim Terry, MaC

Karen informed the managers the official implement date for Playaways, All-in-one AudioBook is next Wednesday, January 25. The six pilot libraries to house Playaway collections are Capitol Hill, Del City, Downtown, Northwest, Village and Warr Acres.

Customers must provide their own AAA battery and ear-buds which will be sold for \$1 each at all libraries. All locations will receive a supply of batteries and ear-buds by Tuesday, January 24. Karen asked the managers to keep her up-to-date on battery supply and she will discuss with Lloyd how the batteries will be budgeted the next fiscal year.

Karen shared that the Playaway representative, Karen Peck will visit the pilot libraries for “Playaway Days” to set-up and give away free promotional items. LaVetta volunteered to coordinate with Ms. Peck on Playaway days.

Kim passed around promotional fliers and informed the managers that MaC will provide 8-1/2” x 11” or 11” x 17” fliers and posters for the libraries. She asked the managers to send her an email request this week regarding their poster size or they may request an order through MAC Promotional Supplies Catalog via the Intranet.

For the promotion of Playaways, signage in the form of fliers, posters, bookmarks with instructions and table tents will be provided to all of the libraries. The six pilot libraries will receive a Kickstart kit promoting Playaways. Each kit contains 1 sticky note pad, 4 to 5-2 sided table tents, 1 brochure rack with brochures and shelf tape.

Single point of contact initiative, etc. – Diane Sarantakos, DEV

Diane distributed to the managers, the Volunteer Single Point of Contact job description and information form to be returned to Heidi Port by January 25. She informed that Heidi received new volunteer software and would like the managers’ to designate a staff member from their library to be the single point of contact for volunteers, preferably someone with supervisory potential. Each designated staff member will be trained on the new software. Heidi has hopes of implementing the new changes sometime in February.

Diane distributed and briefly discussed the Friend’s Grant Process application. She will send the managers some examples of line items the Friend’s have funded in the past and will further discuss the topic with the Friend’s. She asked the managers if they would like to go with line items or continue the current process. The managers were in agreement to continue the current process.

Diane requested that all grant applications be submitted before the budget is finalized. She asked the managers to share with her any creative ideas they may have for Friend’s funding. The grant process may be completed online.

Diane asked the managers to inform herself, Denyveta or Donna when they become aware of an event that legislators may be present so they may attend and represent the library to share stories of the difference libraries make in our communities.

II. Open Discussion

Removing/disabling RFID tags – Kay Bauman, LO

Kay informed the managers that when withdrawing items, some books are being damaged during the process of removing RFID tags to disable them. She indicated that Friend’s of the Library asked MLS to investigate so books sent to them for the booksale are not damaged. Kay spoke with Anne, IT, who experimented by cutting from corner to corner of the antenna to disable the RFID tag leaving the book undamaged. The managers agreed to disable the RFID tag by cutting it from corner to corner using a box cutter.

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Extended hours – Kay Bauman, LO

Kay received and reviewed all of the managers' recommendations and will inform them regarding their requests by January 30. She indicated that IT, security and maintenance will need to be involved in the process.

Other topics

Kay informed the managers that the new windows software does not have the capability to pull up some tax forms and indicated that Anne, IT and Kellie, PLA are working together to provide the most common, frequently and requested tax forms. The managers briefly discussed the fees for printing tax forms. Kay asked for some consistency at all of the libraries and will check with Kellie on the status to send an update to the managers regarding tax forms.

Kay asked the managers to inform staff not to use the library's address as their primary address to prove eligibility for a library card. She reminded the managers that it clearly states in the policy that records cannot be altered and that employee cards may be coded lost due to incorrect address.

Kay shared some concerns from circulation clerks regarding MLS reciprocal cards and honoring other library systems requirements. She reviewed the policy and visited with the Deputy Executive Directors whom are all in agreement that no changes are needed to the policy. Customers living in the Pioneer Library System service area who would like to obtain a MLS reciprocal card must show their Pioneer library card and a valid identification showing name and address of the customer. If no library card is present in hand, the customer must show 2 forms of valid identification to prove their eligibility. For questions regarding the status of a card applicant or to inquire about reciprocal borrower criteria for eligibility, staff may contact Pioneer Library System Norman Branch at 405-321-1481.

Denyveta distributed to the managers the AdTeam 2012 meeting dates. She asked them to review the dates and contact Nita with their preference date to attend one of the meetings.

V-Circ Proposal – Julie Ballou,NW; LaVetta Dent,VI and Melody Kellogg,ED

Julie distributed to the managers the V-Circ Proposal Recommendations & Drop Down Box and Managers Comment Box Proposal handouts. Julie, LaVetta and Melody briefly discussed items recommended and not recommended for inclusion. A few of the recommendations included being able to select more than one drop down box item per customer's record, flags being set up to enter for individual libraries and managers comment box to be controlled only by the manager and used for special comments regarding fines, actions/decisions made regarding the customer, etc. Julie asked the managers about their feelings regarding the recommendations and informed that she would forward their proposed drop down box to Tech suggestions.

III. Kudos

Barbara gave kudos to WA's "Reading to dogs" program for being highlighted in a Daily Oklahoman article. She informed that the dog trainer gave a donation to the Library Endowment Trust.

Jana, CH gave kudos to Angela Hill for one of the programs she oversees highlighted in the newspaper.

Denyveta shared a thank you card that she received from Michael sent by customer expressing their appreciation to RE staff.

LaVetta extended kudos to NW Librarian, Risa White, for doing such a great job while assisting at VI. She shared that in honor of VI Library staff, they received their annual donation from the Endowment.

Rosemary shared that CT was highlighted in an article for hosting a workshop on creating art with melted crayons.

Melody shared highlights from Ann Aliotta's retirement party and the newspaper article showing Ann holding a quilt made by and given to her from ED staff.

IV. Sharing

SO Library Update – Randy Wayland, SO

Randy informed the managers that SO anticipated move-in date into their building is late August or early September. He shared that the process of selecting the public art for SO was interesting and that he enjoyed it.

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NW Library update – Julie Ballou, NW

Julie informed that due to lighting issues the opening date for Northwest Library has been delayed to the end of May. She is looking at placing shades on the east windows of the library to block the sun in the mornings. Staff held their first meeting at NW Library in December. Julie shared that while working at other libraries, staff wear buttons that indicates, "NW staff in training." She thanked the managers for all of their help in the training process of NW staff members.

MLS News

Tera, DC, informed the managers that she attended the Del City Council meeting on January 17. She shared that the Council has committed to supporting a new library as it will be added to the ballot in August for renewal of the sales tax.

Denyvetta and Todd agreed to attend the Del City Banquet to represent Metropolitan Library System.

Jana shared she attended the Community Action meeting. CH formed an alliance with the Americore project in an effort to reach out to the community.

Denyvetta briefly discussed the email she forwarded to the managers regarding librarians attending PLA. She informed that Kim Edwards, DN, and Linda Temple, MC, will attend PLA this year.

Kay will be working on the new 5-year Strategic Plan.

Library News – Local/state/national

Denyvetta shared with the managers that Wikipedia and other websites shut down for 24 hours in support of SOPA (Stop Online Piracy Act).

Melody informed the managers that ED started self pick-up reserves today and is going well. She stated that staff pulled 711 reserves this morning.

V. Reminders/Announcements

- Next MLO meeting – February 22, 2012 – Midwest City Library – 1:30pm
- OLA prepaid registration – due to LO March 1, 2012

*“A canoe does not know who is the leader; when it turns over,
everyone gets wet.” -- African proverb*