

**Materials Services Division  
Monthly Managers' Meeting  
January 22, 2004  
Downtown Planning Meeting Room  
8:00 a.m.**

Karen Marriott  
Pauline Rodriguez  
Heidi Johnson  
Janet Brooks-Chair  
Pamela Kosted-absent  
Donna Morris

**Agenda:**

**Cataloging Update**

**Pauline**

- Pauline has been working on Cataloging's information for their Intranet page. She and Clyde have worked together on the new "Cataloging Consideration Form", and Pauline will take a draft to Planning today.
- Crystal attended the Tech Support meeting on December 16.
- MaryGrace has come in January 12-21.
- Laqueta and Lori worked extra hours during the weeks of December 22 and 29. Thanks to their willingness to take on additional jobs, all went smoothly during short staffing.
- Now that the school semester has started, Laqueta's hours are somewhat uncertain. Lori has been willing to add extra hours to take up the slack.
- Pauline presented a short session on cataloging to the Ad Team on January 21. Although there were some glitches, response was generally positive.
- Pauline attended the Library Managers' meeting on January 21, to listen to the discussion of system reserves.
- Several Cataloging staff members have expressed interest in Job Shadow Day.
- Following a question regarding materials taken to Tech by Cataloging to be binned, Pauline and Heidi have met and clarified procedures.
- CH has a new evening security guard, Eldie, who seems to be working out well.

**Technical Processing Update**

**Heidi**

- Runs are between 400-1000 labels at this time. TP currently receives an average of about 49 boxes of materials a day; on Tuesday, the day after the holiday, UPS brought 116 boxes. TP again is short staffed due to illness.

- Heidi met with Teresa Goggins about TP's Intranet pages and is currently working on items to be included. She plans to finish and send them to Teresa by the end of January.
- Josh and Heidi visited Materials Selection on Dec. 12. Josh gained some helpful information by talking to Kim and Susan about continuations and other staff about the selecting and ordering procedures.
- Heidi attended the HIPAA presentation for supervisors at RE on Jan. 7.
- Heidi, along with several Materials Selection staff, met with Rob Rodriguez, the new Baker & Taylor representative, on Dec. 29th. Most of the answers to her questions about the online customer support services were deferred until the follow-up meeting scheduled for February 10.
- The bindery picked up the next genealogy bindery group on Dec. 19.
- Heidi taped two booktalk segments for Read About It on January 7.
- Karen, Janet, Pauline, and Heidi met on Jan. 15 to revise the Collection Management Workshop manual. Managers are working on rewriting and expanding certain sections and will meet again at a still to be determined date in February.
- The janitors will be cleaning TP's carpets the week of January 26, exact day still unknown.
- Josh is enrolled to attend a workshop called "Principles and Qualities of Genuine Leadership" on Feb. 4 at CH during lunchtime.

#### **ILL Update**

**Pamela**

There was no update for ILL.

#### **Materials Selection Update**

**Janet**

- Selectors conducted an annual visit to VI during the month of December. Karen and Janet had a follow up meeting with Lisa Weissenbuhler/VI the first of January. During January, selectors are conducting annual visits to ED and RE. Karen and Janet are scheduled for follow up meetings with Karen Bays and Daphne Keys on Feb. 2 and 3<sup>rd</sup>. During February selectors will conduct annual visits to DN and SO. Janet and Julie visited with staff at Rainbow Fleet and discussed changes they are experiencing due to budget cuts.
- MSL had a very successful clean house day in preparation for the move to the new building. Duplicate periodicals, old catalogs, old files, useless equipment, etc. was removed from the department. Many old or superceded PR titles were withdrawn and the CO titles list updated.

- Rob Rodriguez, B&T Rep visited on Dec. 29th. He shared some information about the Title Source II database and gathered feedback from staff about the information in the database and searching problems. Rob plans to return on Feb. 10th to do an intensive day of training on the database.
- Janet, Susan, Ruby, Marilyn, Julie, Linda, and Kim volunteered for the Choctaw move on January 6th.
- Janet attended the YA programmers meeting on January 7th.
- Kim attended the Lunch and Learn Series: Abilene Paradox
- Julie attended a Success by Six Meeting
- Kim had a United Fund Drive Committee Meeting
- Marilyn served as a representative on a task force for B&T in San Diego.
- Janet shared copies of updated quarterly statistics for the MSL department.
- Janet reported that the MSD Technician position is open for applications until January 30th. She has asked Pamela, Pauline, and Heidi to consider helping with the interviews. Janet hopes to have the position filled by the middle of February. Janet shared a copy of the job description which is also on the Intranet.

#### **Administration Update**

#### **Karen/Donna**

- Karen, Donna and Pauline attended the library managers' meeting where a discussion regarding the system reserves was conducted. Karen and Donna reported that the discussion was positive and provided a lot for managers to consider.
- The opening of CT went smoothly on Tuesday, January 20<sup>th</sup>. The Grand Opening is scheduled for Feb. 11<sup>th</sup> at 2:00. There will be other celebrations and activities throughout the week.
- Donna announced that there are color boards, furniture books and office layouts for the new DN building available in the Director's Conference area for staff review. Opening for the new building is still not set, but Donna seemed positive that all was going well and much work has been done.
- Karen sent the materials budget worksheets to library managers the first of January. They are due back to her the first week in February. She input approximately a 2% overall increase. FY 04 was the last year to include opening day collection reserve funds in Downtown's budget. In order to maintain the overall budget total, the reserve amount (\$150,000) will be subtracted from Downtown's budget and reallocated across all libraries.
- There was a discussion regarding the addition of the DVDs. The Public Services Council will consider the issue at their meeting on January 28. They will make decisions regarding the addition of this new service in time to make whatever budget requests may

be necessary. Heidi and Pauline will plan to attend the next meeting after that, to participate in discussion. Karen will notify them of the meeting date when set.

- Karen reminded managers to be sure to get the signed forms in for HIPAA.
- The two new AdTeam members, Lloyd Lovely and Patrick Williams are now on board.
- At the last commission meeting, Susan McVey, Director of Oklahoma Department of Libraries, paid the Materials Services Division a great compliment. She said that the Metropolitan Library System's collection "shines" and is one of the most innovative collections in the state, one that many libraries look up to. Karen noted that all MSD staff members have contributed to making this happen. **Congratulations MSD Staff!!**

**Miscellaneous**

**All**

- MSD Managers schedule a second meeting for reviewing, updating and expanding the workshop and workshop manual. They will meet February 5<sup>th</sup> at 1:30 at CH.
- Heidi asked about parking for visitors and staff attending training at the new DN library. Karen reported that the parking issue is in the works and this will be investigated.

Meeting Adjourned 10:00 a.m.

**Next Meeting:** February 17, 2004, 8:00 a.m. at CH. Heidi Johnson-Chair