

Materials Services Division Managers' Meeting Minutes

**February 17, 2004
Capitol Hill Library**

Present: Janet Brooks
Heidi Johnson
Karen Marriott
Pauline Rodriguez

Materials Selection Update

Janet

Library Visits

- Selectors conducted annual visits to RE and ED during the month of January.
- Karen and Janet had follow up meetings with Karen Bays and Daphene Keys the first of February.
- During February, selectors are conducting library visits to DN and SO.
- Janet and Karen will have follow up meetings with Debra Spindle and Randy Wayland the first of March.

Spotlight On....

- Titles for the Spotlight On...Black History were submitted to Teresa/PLA during January. The new list is now available on the library's webpage.
- The next Spotlight On...will be Asian American due to Teresa in April.

OU Intern

- The Intern from OUSLIS, spent the morning with MSL staff on February 3.
- She visited with Janet about how selections are made and the various tools that are used.
- She was also interested in our process for dealing with customer comments on materials.
- She also spent time with Ruby discussing Reader's Advisory, Elizabeth watching how customer suggestions are received and verified.
- She ended her morning with a short visit with Karen.

B&T Rep

- Rob Rodriguez came on Feb. 10 for a training session with MSL.
- Before the training he had a brief meeting with Karen and Janet to discuss the need for a secondary warehouse.
- The training was very beneficial for all.

Job Shadowing

- Crystal “job shadowed” Julie on Feb. 3rd. Julie took her along on a collection visit with the DN staff.

Meetings/Workshops attended

- Kim attended a workshop on financial management on Feb. 3.
- Janet attended the OLA/Sequoyah Award Counting meeting to decide the winners of the award on Feb. 10.
- Janet met with Jimmy to go over some changes to the MSL GUI on Feb. 10
- Janet and Julie attended the Children’s Services Retreat on Feb. 11
- Ruby did a Read About It taping on Feb. 11.
- Julie attended a Success by Six meeting on Feb. 12
- Kim attended the Lunch and Learn series on Feb. 15.
- Julie and Ruby are going to start taping Read About It segments dealing with cookbooks.
- Janet attended the Managers’ X-change meeting at BI on Feb. 16.
- Janet is scheduled to meet with the program coordinators to discuss PPR licensing on Feb. 17th.
- Janet is serving on a United Way review committee. She has her first meeting on Feb. 24th.

MSD Technician Update

- Pauline, Heidi, Pamela and Janet interviewed 4 applicants for the MSD Technician position. They have made their decision and are waiting for the background check. If all goes well, they hope to have the new person on board on February 23rd.
- Janet has asked each manager to provide her with the standards for the Tech staff in each department so she can put together standards for the new position.
- Training for the new person will begin in MSL.
- Heidi has already requested that the new person work in TP during the time staff are out.

Cataloging Update

Pauline

Cataloging held a staff meeting on January 27. They talked about budget items, the Intranet page, and common errors in cataloging processes.

Pauline has attended various OLA committee meetings: Career Recruitment and Retention on January 28, and Ethics on January 31. She also attended the regional meeting on February 10.

Jill attended an OLA SSRT meeting on January 22, and another today, February 17.

Pauline met with Helen Chacon from Planning on February 2, to talk about issues with training for Cataloging staff.

Job Shadow Day was a big success in Cataloging, so much so that all Cataloging staff who wanted to shadow could not do so on the same day. Jill shadowed Scott Carter in MAC on February 3; Crystal, Julie in MSL on February 3; Paula, Glenn Webb and Luis Munoz in CH on February 4; and Veronica, Darrie Breathwit at SO on February 5. Pauline has already had a request to shadow next year. Holly Boggie, an LTA student from Rose State, shadowed various Cataloging staff throughout the day on February 3; and Laqueta shadowed Jana and Ursula for part of the day.

Ursula attended the Principles and Qualities of Genuine Leadership workshop on February 4.

Jana attended the Everyday Creativity Lunch n' Learn session on February 5.

Veronica and Paula volunteered for WinterTales on February 6.

Pauline taped a book talk on February 11.

Pauline assisted with interviews for Materials Services Division Technician on February 12 and 13.

Pauline attended the X-Change meeting at BI on February 16.

Lori was out February 2-6, but is back at work now. Laqueta is still on severely reduced hours due to her school schedule, but plans to pick up more during spring break and summer. Lori is working 30 hours per week at this time. Receipt of transfers has been heavy, and the week of short staffing has caused a small backlog, but Lori has made quite a dent in it since her return, with Laqueta's help.

Pauline met with the Cataloging Technicians and pages to discuss changes to Cataloging's recall processes. With the continuing increases in workload, placing, receiving, and preparing recalls is really too much for one person in Cataloging. The workload has also meant that Tech cannot increase the number of recalls processed each week. The new plan calls for Veronica and Paula to share the recall work, and for the Cataloging pages to process at least some recalls. It will be implemented as soon as possible.

Recall of materials for Dewey reclassification has been delayed, due to the fact that computer classifications have changed more than anticipated. Pauline is working to get recalls started. At that time, the new recall procedures in Cataloging will be implemented.

Jim Welch has installed the OCLC Connexion Windows client on Pauline's PC. She has not had time to do substantial work with it yet. When Pauline has worked for a while, the client will be installed on a Cataloger's PC to see how it performs under heavy use. Since the current OCLC interface product, Passport, will remain active at least through September, there is no real time crunch. However, Pauline would like to do as much as possible before Automation leaves CH.

Pauline has sent Cataloging's proposed documents for their Intranet page to Traci Jinkens.

Pauline will be on AVL March 1-5.

Technical Processing Update

Heidi

- Runs are between 400-800 labels at this time. TP currently receives an average of about 40 boxes of materials a day.
- Heidi has forwarded all documents to be included on TP's intranet page to Teresa Goggins and Traci Jinkens.
- Heidi helped out at the retail sale held on Jan 23 at the building vacated by the Choctaw Library.
- Heidi met again with Rob Rodriguez, the new Baker & Taylor representative, on Feb. 10. Rob suggested that Heidi forward her suggestions for improvements to the online customer support services to him and he would forward them to the appropriate departments at B&T.
- The spring bindery group is scheduled to be picked up from TP on March 23. Heidi will send e-mails to the agencies requesting them to send their bindery materials to TP by March 1.
- Heidi gave a presentation about the Technical Processing Dept. to the AdTeam members on Feb. 4 which was very well received.
- Heidi is working on revising her parts of the MSD workshop manual. Managers will meet again on Feb. 19 to further discuss revisions.
- Josh attended the workshop "Principles and Qualities of Genuine Leadership" on Feb. 4 at CH.
- Heidi participated in the MSD Tech interviews downtown on Thursday. Due to a scheduling conflict, she was unable to attend the interviews scheduled for Friday.

- Heidi met with Helen from Planning to discuss training plans for some of her staff.
- Heidi attended the Feb 16 X-Change meeting at BI.
- Heidi has met with staff to solicit ideas for needed budget items.

Administrative Update

Karen

Karen queried managers as to additional questions regarding issues discussed at the X-Change meeting at BI on Feb. 16. There were none.

Discussion about administrative issues followed.

Graphic Literature

Pauline

Pauline mentioned that a librarian at SO had passed on a comment from a customer, regarding the fact that the "Simpsons" comic books do not have the "graphic literature" subject heading. She commented that these materials were not considered graphic novels when purchased. She is also concerned about including the "graphic literature" subject heading on collections of comic strips. After discussion, it was agreed that Pauline will develop a policy for the use of the "graphic literature" heading and bring it to the next meeting.

Miscellaneous

all

DN Basement

- Janet reported that Maintenance picked up 142 boxes from the backlog going to the Friends.

MSD Tours

- Janet presented an idea to have MSD inter-department tours like the Outreach tours that used to be conducted.
- Managers thought it would be a good idea, but would suggest waiting until the DN move is completed and all departments are settled.

The meeting adjourned at 10:00 a.m. The next MSD monthly meeting is scheduled for March 18, 2004, at CH. Pauline will chair.