

# **X-Change**

## **Minutes**

11/18/02

### **In attendance were:**

Dana Morrow, Anne Hsieh, Ernestine Clark, Kay Bauman, Rosemary Czarski, Jim Welch, Debra Spindle, Karen Marriott, Mary Patton, Anne Fischer, Judy Walden, Donna Morris, Ric Rea, Barbara Beasley, Eddie Terry, Phil Tolbert, Todd Olberding, Don Updegrove, Debbie Robertus, Priscilla Doss, Katrina Prince, Denyveta Davis, Karen Bays, Jean Engebritson, Deborah Willis, Randy Wayland, Jack Kinzie, Helen Chacon, Traci Jinkens, Lisa Weissenbuehler, Anita Roesler

### **Welcome and Announcements, Kay Bauman**

Discussed briefly the agenda items for the afternoon.

### **Acting Executive Director, Donna Morris**

- Finance Committee met last week. There were good discussions and presentations made about the Library. The Finance Committee would like to begin meeting quarterly. The Long-Range Planning Committee was also present at this meeting.
- Next Commission meeting will be held on Thursday, November 21, 2002. There will be an Executive Session held to discuss Executive Director position.

### **Business Office, Anne Hsieh**

- Laurie Mack-Clark could not be present at this meeting due to staff shortage in Business Office. She will be at the next X-Change meeting to present a report.
- Direct Deposit Pay Stubs  
For those employees who have direct deposit, no paper pay stubs will be issued. Those employees will be able to access it through mlsHRPay. No one other than the employee will be able to access the pay records, which ensures privacy protection. Information normally seen on pay stubs will be available the day before payday. Furthermore, the database will allow for electronic pay stubs to be saved for up to two years. The Library logo will be at the top of each printout for authentication purposes. There is a great financial advantage to handling the direct deposits in this manner. There will be considerable savings on supplies and staff time for the system.
- FY 03-04  
The annual revenue growth rate has been slowing decreasing. The current growth rate is 4.9%. In preparing your budget requests for this next fiscal year, be sure and prioritize. After January 1, 2003, staff will be able to begin budgeting for FY 03-04. Anne H. reported that there have been no account number changes.

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## **Planning, Helen Chacon**

- True North: An Overview of the MLS for New Employees  
Beginning in December, MLS trainers will facilitate a newly redesigned employee orientation program called *True North-An Overview of the MLS for New Employees*. The goal of the training is to provide essential information to all new full-time employees on their first day of employment. True North will be held every other Monday beginning December 9, 2002. Each session will take place the first Monday of each pay period. New employees will start on those Monday's. Most of the paperwork will be handled at this workshop, e.g. ID's, W-2s, etc. A benefit to handling it in this manner is there will be a standardization of what each employee receives and what Human Resources receives. Civil rights and harassment issues will be discussed during the session. Part-time and half-time employees will not be required to attend although they will be given the option and may participate if they wish or if their manager so desires. For those employees not attending, each will receive a condensed checklist to be worked through at their location. During the first six months of 2003, two holidays fall on the first Monday of a pay period. For those two Monday's, True North will begin on the following Tuesday. There will be opportunities for other employees, already working in the system, to go through the session. For those managers/supervisors that would like to send employees to a session, contact Helen via e-mail at [hchacon@mls.lib.ok.us](mailto:hchacon@mls.lib.ok.us). Be sure to indicate the names of the employee(s) wanting to attend. There are a maximum number of six employees that will be able to attend each session. The current trainers for True North are Helen Chacon, Kim Rickey, Elizabeth Kessler, Anita Roesler and Heidi Port.

## **Human Resources, Ric Rea**

- Reminded supervisors to check on AVL and carryover balances of their employees as we are nearing the end of the year.
- Administrative & Personnel Committee will meet on December 4, 2002. The committee will be discussing revisions to Policy & Procedures.
- Notified supervisors that exempt employees who take leave without pay need to contact Human Resources. mlsHRPay is not subtracting the hours from the exempt employees time record.

## **Public Relations, Donna Morris & Judy Walden**

- There was an article about *Metro Library* magazine in the Monday, November 18, 2002 *Daily Oklahoman*
- Harry Potter movie  
Roughly 800 in attendance

## **Automation, Anne Fischer**

- Reported that the Multi-Use computers are now installed. The computers have been named differently to make it easier for Automation to distinguish when

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problems arise. Some software on the Gates computers is no longer available and is not on the Multi-Use computers.

- Gates upgrades will be taking place during the next two weeks. We will not have Gates support after January 6, 2003.
- Automation is now full staffed.

## **Outreach, Dana Morrow**

- Silk Road

Reported that this is a wonderful presentation and has been well received by all. Each program had great crowd turnout.

## **Customer Appreciation Month Review, Kay Bauman**

Kay expressed her appreciation to everyone for their hard work at planning and implementing the objectives that were set at the previous X-Change meeting. There was great feedback received from the various locations around the system. Kay reported circulation gains increased 10% over last October's. Food for Fines also took place during the month of October. Several agencies discussed the great responses they have had from customers.

## **Time for eXchange**

The Intranet is a tool for all staff to use. A break out session was held for all supervisors to discuss the following questions regarding the Intranet:

1. What is your thinking on the purpose of our Intranet?
2. What are some ideas of content you need on the Intranet?
3. How would you suggest we proceed on this?
4. Are there other things we should consider?

## **Miscellaneous**

Kay would like supervisors to send her topics for future X-Change meetings. She would also like feedback from supervisors on whether or not we are achieving our X-Change goals.

## **Meeting adjourned at 4:15 p.m.**

Next X-Change meeting will be on:

February 17, 2003  
2:00-4:30 p.m.  
Belle Isle Library  
Meeting Rooms A & B

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