

**Materials Services Division  
Managers' Meeting  
Minutes  
February 15, 2007  
Capitol Hill Library  
8:00 a.m.**

**Present:** Janet Brooks  
Heidi Johnson  
Karen Marriott  
Pauline Rodriguez  
Phil Tolbert (CH library manager, guest)

Introduction and welcome of guest	all
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Managers welcomed Phil Tolbert, library manager at the Capitol Hill library. He attended this meeting to gain some insight into the workflow and decision making of the division, and to keep up-to-date on plans for the new service center.

Cataloging Update	Pauline
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Repairs on the second floor heating coil at CH were completed the week of January 22, and staff are extremely grateful. Pauline applauded all staff for their work and attitude during the limited heat period.

#### Technicians

Cataloging now has a full complement of Technicians!

Jill returned to work from her medical leave on January 18.

Margaret returned to her Cataloging assignment on January 22. She assisted in MSL on January 24 and 26, and in CH February 7-14.

Karen Davis assisted in CH February 7 through 13; and in MSL January 25, and February 14-16.

Veronica also assisted in CH on February 14.

Pauline worked with Phil Tolbert interviewing candidates for a page for CH January 11-18.

Pauline, Heidi, and Phil Tolbert met with Louis Maltos from Superior Security on January 23. He was interested in their concerns about guards and other security issues at CH, and the meeting was productive.

Pauline met with Karen Marriott on January 25 to go over preliminary ideas for the service center building. She is continuing to work on ideas to send to Karen.

Cataloging's copier, which was inherited from IT, is so old that a maintenance contract is no longer available. Frank has suggested adding a new one to next year's budget. Pauline is working on selecting one.

Meetings and training attended:

Pauline – OLA TSRT, January 26

Ursula – Federal Depository Libraries meeting and GODORT, January 29

Pauline – OLA Local Arrangements committee, February 8

## Materials Selection Update

Janet

### MSD Techs

- Janet expressed thanks to Pauline for loaning Margaret and Karen to MSL during some tight staffing situations in February. They really helped out a lot.

### Materials Selection Technician

- Julie, Kim, and Elizabeth assisted Janet with interviews for the MSL Technician position.
- There were over 60 applicants. Five applicants were interviewed.
- Lisa Coker, currently a part-time Circ. Clerk at ED has accepted the position.
- She begins work in MSL on Feb. 26<sup>th</sup>.

### Library Visits

- Selectors completed an annual visit to BI and a 6-month visit to CH during January.
- Selectors are making an annual visit to DN and a 6-month visit to CT during February.
- Selectors are scheduled to do an annual visit to ED and a 6-month visit to DC during March.

### Training

- Janet provided training to all BE staff on dealing with customer comments on January 24<sup>th</sup>.
- Ruby provided training to Extension staff on Readers' Advisory on January 29<sup>th</sup>.
- Janet conducted a mini-workshop on replacements on January 31<sup>st</sup>.
- The next mini-workshop is scheduled for March 28<sup>th</sup>. It will be on audio replacements. Ruby will facilitate this session.
- Janet worked with RE staff on weeding and updating COs.

- Janet gave new MC staff an introduction to collection maintenance on February 13.

### **Spotlight On and Bibliographies**

- The updated Black History Month Spotlight is now up on the web page
- Janet sent another bibliography to the OKC Philharmonic for their children's series. The topic was "Carnival of Animals". She also shared the bibliography with library staff.
- Janet and Julie worked on a YA spotlight for Poetry Month. Teresa Goggins has the bibliographies now and should have up on the webpage for April.

### **Meetings/Workshops Attended**

- Janet attended the safety committee on February 13
- Janet is scheduled to attend the X-change meeting on Feb. 19
- Ruby is attending the Booktalking workshop at MC on February 22
- Janet plans to attend the Tech Group Meeting on February 27
- Janet plans to attend the First Amendment for Teens workshop on March 6

### **Technical Processing Update**

Heidi

- So far, the runs in February have been on average 572 labels per day which is a slight decrease compared to January's 608 labels. Technical Processing currently receives an average of 38 boxes of materials a day which is a slight increase from last month's average of 34.
- TP is current at this time on processing rush and non-rush materials. There were several days this month so far when processors ran out of materials to process and helped read the shelves in CH for the upcoming inspection.
- Joyce Mathis with CFS, B&T's accounting dept., suggested referencing the invoice number to be short paid on the credit memos issued for 6 months returns. Most of the old credit memos still listed on MLS's account statements are directly related to this type of credit memo. Currently, the Business Office deducts credit memos for 6 months returns from an invoice number TP specifies, yet the check breakdown supplied to CFS only shows the amount deducted for the p.o. number without specifying the invoice number itself. After Heidi conferred with customer service at B&T, the Business Office, and TP staff, everyone agreed this was a feasible solution to the problem. Heidi tried to contact Joyce on 1-30-07 to inform her of this decision. and how it was to be implemented, but was unable to reach her. Her call was never returned and Heidi will try to contact her again by e-mail.
- The Ingram accounts continue to be all current at this time.
- On January 30, Heidi, Karen Marriott, and Jim Welch met with Bruce Delp, the local rep. for Southwest Solutions which distributes Megastar, an

automated binning system. He took down information about MLS's needs and promised to get back with MLS once the Engineering Dept. comes up with a proposal.

- CH has a new security guard. After informing Superior Security about the previous guard not showing up on time on several occasions, the CEO of the company scheduled a meeting with Phil Tolbert from CH, Pauline from Cataloging, and Heidi from Technical Processing. The same day a new guard was assigned to the CH post. This meeting helped clarify some of the issues relating to security guard issues, like whom to notify when a guard does not show up for work or is late, etc.
- Ace Bindery finally returned the rebound books to TP on 1-31-07. Overall, the books look good. We were charged \$12.50 per book. However, there were 5 books total which were deemed unacceptable and were picked up by Ace on 2-9-07 to redo. Three books (a 3 vol. work) only had part of the title requested on the spine, even though TP had supplied a bindery list and clearly marked the title to be used. One book was not bound right and a page was already coming loose again, another one had its title misspelled on the spine. There was another book where several of the pages had been trimmed too closely and a couple of lines were cut off. Buddy from DN sent the OK Collection copy of this book to TP and Loretta was able to copy those pages and insert back into the book.
- Heidi received a phone call sometime around the middle of January from Sooner Book Binding. The owner explained that he had been sick and that his son apparently deleted any phone messages that had no meaning to him. Mr. Stolle promised to start working on our books as soon as possible. Since then, no further communication has been received. Heidi will call again to get an update on when to expect that bindery group to come back.
- Heidi taped some segments on children's books for Read About It on Jan. 26 at the DN library.
- During the last two weeks, Heidi has met with all TP staff individually and in groups to decide on the best set-up for TP once in the new service center. Staff provided valuable input and help, especially Dana Phillips, who worked very hard doing the math to calculate needed storage space for processing supplies.
- Heidi will attend the X-Change meeting scheduled for Feb. 19 at the Edmond library.

Architect Selection for Service Center

Out of 11 submissions, the AdTeam selected five architects to interview and request additional information from. One of the candidates dropped out; the other four selected were interviewed and ranked by the AdTeam members. At this time, the library is trying to negotiate a contract with their first choice. Should no agreement be reached, the second choice will be contacted. The AdTeam is planning to present its recommendation to the Commission for approval at the March meeting.

Northwest Library

The City of Oklahoma City approved an agreement with MLS to build the building and architect selection should begin shortly.

Jones Library

A committee has been formed by the City of Jones to investigate building a new, bigger building to house the Jones library.

Downtown Library

The City is looking at ways to get the leaks at the Downtown library fixed.

Café in the Downtown Library

Work is continuing to get the café finished by the scheduled opening day.

HB1715

The bill as proposed by Rep. Wesselhoff would limit minors' access to the Internet, to e-mail, and social networking sites for teenagers, like MySpace.com. Access could only be granted with adult supervision. A subcommittee rewrote the proposal regulating use of the Internet by children 12 years and younger and will present it to the full committee next. The amended bill allows for the use of filtering software in place of adult supervision.

HB2192

This bill, changing the make-up of the library commission starting July 2007, has been tabled until next month. The bill would change the size of the commission to 26 members, and would make the number of members and representation dependent on population size. The bill will be heard on Monday, Feb. 19; Donna Morris is scheduled to attend the hearing.

FY08 Budget

Denyveta will soon send out the travel information for budget requests. Managers will discuss the topic further at next month's meeting.

Annual Report

The annual report for FY05-06 has been released and sent out to the libraries by MAC. Phil offered to forward copies from CH's supply to Pauline and Heidi who had not received theirs.

### Meetings

Karen stated that she has attended lots of meetings related to the architect selection for the service center during the last month. She also participated in meetings of a group investigating needed revisions of MLS's policies and procedures while trying to convert to the new classification established by Pauline Rodriguez-Atkins, Cataloging Manager.

Karen reminded managers to keep their staff current about information available on the Intranet, like information on blood-borne pathogens, current job descriptions, safety training, etc. This is especially needed for staff who do not have access to a computer for performing their jobs, such as part-time staff , processors, etc.

### NW Storage

Karen and Heidi

Jim Welch and Anne Fischer gave their consent for TP to start storing additional NW library materials in the former computer room upstairs in the CH building. They cleared out some items previously stored there, and now TP staff can start using some of this room to store more NW materials. The room used for storage so far holds over 300 full boxes of fiction of all kinds and is almost filled up at this time.

### Miscellaneous

TP and CAT staff have inquired as to whether there were any plans for a tornado shelter at the new service center. Karen confirmed that such plans have indeed been made.

The meeting adjourned at 10:28 a.m. The next meeting is scheduled for March 15 at CH; Pauline will chair.