

**Materials Services Division
Managers' Meeting
Minutes
August 16, 2007
Capitol Hill Library
8:00 a.m.**

Present: Janet Brooks
Heidi Johnson
Karen Marriott
Pauline Rodriguez-Atkins

Cataloging Update

Pauline

The biggest news is the birth of Alexander Escobar to Cataloging Technician Veronica on August 10.

Pauline expressed her appreciation to the Cataloging staff for their continued excellent work while she is working in ILL.

On behalf of herself and Parker, Pauline would like to thank everyone for their concern and sympathy after the death of Parker's mother.

Meetings and trainings attended:

Pauline, Jana – OLA TSRT, July 27
Aaron – Tech Support, July 24

Ursula attended the Commission meeting on July 19 to receive her 25 year service certificate.

Pauline attended Service Center Users' Group meetings on July 24 and 31. She also toured the Boldt Construction building to view lighting options.

Ursula visited MSL on August 10.

The workload has remained slow even with the new fiscal year. 12,934 barcode labels were printed for July; this is the lowest July total since FY03.

Ursula will be on medical leave August 20-21.

ILL Update

Pauline

ILL is still on nonlender status. Pauline and Pamela hope to resume lending soon.

Karen Davis has accepted the ILL Technician position. Her first full-time day will be August 27; however, she is working most of her part-time hours in ILL now.

ILL system reserve testing was successful, and will be used when lending resumes. Pauline has requested that blue routing slips pre-printed for ILL be made up.

New ILL labels have been designed to replace the old "bookmark style" bands. ILL information can be downloaded and printed directly on the bands, eliminating the need for hand writing. Pauline is working on getting removable labels, so that staff will not have to tape labels on in the future.

Materials Selection Update

Janet

Library Visits

- During July selectors completed an annual visit to CH and a 6-month visit to BI.
- During August selectors are conducting annual visits to CT and the Extension Libraries. They are also doing a 6-month collection review of DN. Ext visits are scheduled for August 21 (JN/HR); August 22 (WR/LU) and NP on August 24. The selectors will spend half day each at NP weeding the collection.
- During September, selectors will make annual visits to DC, Books by Mail and Book centers. They will also do the 6-month collection review of ED.

New MSD Tech

- Anna Todd started as the new MSD Tech on July 30th. She is well underway with her training.

Staff Training

- Janet conducted training on customer comments on July 25.
- Janet is going to conduct a collection management training for RE staff on August 23.

Spotlight On

- Selectors updated the Spotlight On...Hispanic Americans. The bibliographies have been forwarded to Teresa/PLA.

Cataloging/TP staff visits

- Kevin/TP met with Kim and Susan on August 7th to review Cos
- Ursula/CAT met with Kim and Susan on August 10

Meetings/Workshops attended

- Janet attended the Tech Support meeting on 7/24
- Janet attended a meeting with Kay Boies/OLA to work on a booklet for FOI's First Amendment Resource Centers.
- Julie continues to meet with the Leadership group and AdTeam.
- Lisa, Marilyn and Anna attended an Excel workshop.
- Janet attended a Tech Support subcommittee to develop some help tips for customers using the library catalog on CyberMars on August 14.
- Janet is scheduled to attend the FOI Board meeting on Sunday, August 19th.
- Janet is scheduled to attend the X-change meeting at BI on August 20.
- Janet plans to attend Encyclomedia on August 29. Julie plans to attend on August 30.
- Selection staff are scheduled to attend the OSHA/PEOSH Blood borne Pathogens training on August 22.

Technical Processing Update

Heidi

- So far, the runs in August have been on average 531 labels per day which is a decrease compared to July's average of 585 labels. Technical Processing currently receives an average of 34 boxes of materials a day which is a slight decrease compared to July's average of 35.
- TP is current on processing both rush and non-rush materials.
- The purchase orders were mailed off to vendors on Monday instead of Friday due to a printer problem experienced in IT.
- John's last day with the dept. was on July 20. Even though several candidates were tested and interviewed, TP has not found a new processor yet. The position has been reopened and Heidi will check with HUM the end of this week whether any new applications have been received.
- Heidi is continuing to work on MLS's accounts with CFS, B&T's accounting dept., on a monthly basis.
- The Ingram accounts continue to be current.
- Heidi attended meetings on July 24 and 31 at the DN Library with the architects. Proposed floor plans for the various departments were presented and discussions followed.

- Heidi, along with several other managers, visited Boldt Construction Co. on August 2 for a demonstration of various lighting systems under consideration for the planned Service Center. Needs of the various departments, and advantages and disadvantages of the different systems were discussed.
- Heidi and several other members of the United Way committee have been contacting various local organizations about donations for MLS's UW campaign. Some attempts were successful, many are still pending, and some were in vain. The next meeting is scheduled for August 22.
- Heidi is getting ready another sample bindery group, this one to go to the HF Group, the bindery concern which has bought out ICI and some other binderies. Stephanie, the rep. for the Oklahoma area, was out on Wednesday, but is supposed to call back later in the week to discuss details.
- Kevin visited the Materials Selection office on August 7. Continuation issues discussed were price increases and how to handle them, title changes and also continuations on CD-ROM format. Also touched on were issues relating to standing orders, both large print and paperback.
- Anna from MSL is scheduled for an overview and some in depth training in TP on August 20 and 24.
- Heidi will attend the next X-Change meeting, scheduled for August 20 at Belle Isle.
- Heidi has scheduled all TP staff to attend one of the training sessions on Bloodborne Pathogens.

Administrative Update

Karen

Karen reported that the City is close to finalizing the land purchase for the planned NW Library. There are still a few details to be worked out.

Community Focus Group meetings on the Ralph Ellison Library expansion are to be scheduled soon.

There is no progress to report on the repair of the Downtown library building. Since the city attorney handling the case up to now has been reassigned, a quick fix of the leaks is unlikely.

The Commission meeting to finalize MLS's budget for FY08, scheduled for August 23, has been canceled. The County was unable to provide the Ad Valorem tax revenue figures needed in time for the meeting. This means the Commission will not be able to approve MLS's final budget until its September

meeting. Donna and Lloyd say that this delay will not have a negative impact on the library system's operations.

The mayor of Oklahoma City has reappointed all but two of the current Oklahoma City commission members. He has not made appointments to fill the three new Oklahoma City members. Beth Toland has been appointed as the new Warr Acres representative. The Del City mayor has informed Donna that he is interviewing candidates to fill the Del City position. There has been no word on representatives for Harrah and Nicoma Park.

The policy revision committee has updates to several policies in progress. A revised Purchasing Policy is ready to go to the Finance Committee and then to the Commission for approval. It includes a clarification of policy to allow the purchase of materials written or produced by library-related individuals such as staff and commission members.

The Choctaw Library Guild has donated \$3,500.00 to the Library System for materials purchases.

Friday Night at the Ball Park was held on August 14. It was well-attended in spite of the heat. Anita Roestler distributed MLS fans to attendees which were much appreciated.

Karen has finished the ODL report and is currently working on plans for an RFID sorter in the new service center. She attended meetings about the service center, commission meeting, Ad Team meetings, Tech Group, and Literary Voices author selection committee. She assisted Pauline with interviews for the new Interlibrary Loan Technician position and worked in ILL one day.

Miscellaneous

all

There were no miscellaneous items for discussion.

The meeting adjourned at 9:00 a.m. The next MSD meeting is scheduled for September 13, 2007, at CH; Pauline is scheduled to chair.