

**Materials Services Division
Managers' Meeting
Minutes
February 14, 2008
Capitol Hill Library
8:00 a.m.**

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

ILL Update

Pauline

ILL is continuing to function. Either Brittany or Margaret has been at ILL nearly every day; Karen continues to work extra hours; and Jana has helped out for three days.

KUDOS to Karen Davis for working overtime every day for the last four weeks.

Interviews have been held to fill the empty ILL Technician position. Brittany Barber has accepted the position and will begin working full-time on February 25. She will work her part-time hours in ILL until then.

Pauline has worked with Kim Terry, MAC, to redesign the system ILL request form. The new design will make placing requests easier for customers, librarians, and ILL staff. Kim says the new forms will be ready in about 10 days.

ILL has taken over opening and packaging Trans-Amigos courier materials, since there is no Administrative Receptionist to help out. This has helped with the workflow, as well.

MLS has now joined LVIS (Libraries Very Interested in Sharing). This increases the number of libraries that will lend materials to us without charge.

All three ILL computers have been replaced.

All ILL staff have attended Employees' Responsibility re Sexual Harassment training.

Cataloging Update

Pauline

THANKS AGAIN to Cataloging staff for their assistance during ILL's short staff situation. Brittany and Margaret have each worked in ILL, while the other has

been the only MSD Tech in the office. Veronica has assisted with processing transfers, and Jill and Paula have covered ordering to free Veronica up. Jana has also worked three half days in ILL.

Meetings and training attended:

Jill – OLA SSRT, January 17

Ursula – Basic Excel workshop, January 23

Aaron – System thinking workshop, February 7

Cataloging held a staff meeting on January 24. Staff have been asked to think about equipment needed for the Service Center and any other items to be requested in next year's budget. Discussion will continue at the next meeting on March 25.

Ursula and Jana taped book reviews for Read About It on February 8.

Ursula, Clyde, Margaret, and Brittany have attended the Staff Responsibilities re Sexual Harassment workshop; all other staff are scheduled to do so.

Pauline attended a meeting at Studio Architects to listen to discussion of lighting options for the new Service Center.

Pauline has not decided when to open the MSD Technician position, but will do so shortly.

The roofing project has begun at CH. Staff are doing well at coping with the noise, etc. Everyone will be glad when it is finished!

Pauline distributed Cataloging's statistical report for the first seven months of the fiscal year.

Materials Selection Update

Janet

Library Visits

- During January the selectors made an annual visit to BI and a 6-month visit to CH.
- During February, selectors are making annual visits to DN and a 6-month visit to CT.
- During March, selectors make an annual visit to ED and a 6-month to DC.

New MSD Tech

- Jeanie Austin has begun work as the new MSD Tech. She is proceeding through her training in MSL and the basement. Kim will arrange training sessions with the other departments in the near future.

Video Weeding

- Based on the list of libraries that often requested VHS case replacements that Heidi sent, Janet had IT run inventories for their VHS collections. She highlighted items that fell within the weeding guidelines for AV and sent the lists to the library managers. Responses have been favorable for weeding this collection. Janet will keep managers updated on the status of the project.

V2R Meeting in MSL

- Staff participated in an abbreviated Vision to Reality meeting at their staff meeting in January. We looked at ways to make our department more of an inviting, innovative link to the world.
- Several goals were set that we will try to make happen, including making MSL a more visible link on the Intranet and webpage, helping staff market the collection in a more productive and creative manner.

Meetings/Workshops

- Janet attended the FOI board meeting on January 20th and put together a bibliography for the Education for Freedom program sponsored by FOI.
- Anna and Kim attended the Reference Tools workshop on Jan. 24 and will attend the one scheduled for March 4th.
- Susan gave one-on-one training to MC staff on January 24
- Kim attended the staff recognition dinner committee meeting on January 29th.
- Janet taught a small class on Gifts on January 30th
- Julie and Janet put together a presentation on good displays in libraries, which Julie presented on Feb. 6th to children's services retreat. The plan to do the same presentation at the YA services retreat on March 5th.
- Staff attended the Sexual Harassment workshop on Feb. 7th. Some are attending the workshop at other locations due to illnesses.
- Ruby taught a portion of the GOAL class on Feb. 11
- Janet plans to attend the X-change meeting on Feb. 18th at ED.
- Janet plans to attend the Prepare: Respect, Service and Safety workshop on Feb. 21 and 28.
- Janet is teaching a mini workshop on weeding on Feb. 27th. There are 10 people signed up already. She will also be going out to MC to give a mini workshop on gifts to the page staff.

Technical Processing Update

Heidi

- So far, the runs in February have been on average 659 labels per day which is about the same as January's average of 655 labels. Technical Processing currently receives an average of 39 boxes of materials a day which is about the same as compared to January's average of 40.
- Once again, TP has been short-staffed due to illnesses, plus one staff member is still on maternity leave until sometime in March. There were

several days when only two out of five processors were at work. Nonetheless, TP is still up-to-date on processing all types of rush materials. The processors are currently processing non-rush materials from the run three days ago. Other staff members within the dept. are still helping out the processors while they continue to be short-staffed.

- Heidi is still working with CFS, schedule permitting, to have old credit memos applied.
- All Ingram accounts are once again current.
- All TP staff have been scheduled to attend one of the Sexual Harassment workshops.
- CH's roof is being repaired at this time. Repairs are expected to be finished by the end of February.
- On February 4, Heidi attended a meeting at Studio Architecture's office regarding the lighting for the new Service Center.
- Heidi participated in the latest Read About It taping on February 8 at the DN library.
- Heidi plans to attend the upcoming X-Change meeting at ED on February 18.
- Once all staff have returned to work, Heidi plans to meet with TP staff again to determine supply and equipment needs for the new Service Center.

Administrative Update

Karen

The construction documents for the new Service Center have not been completely finalized and sent out for bid yet. According to the new timeline, they are to be sent out for bid in early March, with the returned bids to go before the Commission at the April meeting. Groundbreaking is to be soon after Commission approval.

The City gave money from the sale of the old Downtown Library building to the library system to use for repairs at the new Downtown Library building, especially the leaky doors.

MLS will meet today with the consultants for the new NW Library. The program for architects should be completed in April, with a proposed completion date of November 2010.

Ralph Ellison is to be relocated to a temporary facility while the building undergoes remodeling.

Bill Comstock, MLS's attorney, returned his comments on the proposed new Rules of Conduct policy and procedures. After some amendments and further Ad Team review, the proposed policy will then be sent to the Public Services committee to be reviewed.

The Ad Team has scheduled a retreat for February 27, 2008.

Topics at the February 18 X-Change meeting in ED are Crisis Prevention training and the Strategic Plan for the System.

Karen referenced the e-mail sent out from Human Resources about the need for staff to wear their library IDs when coming to the DN Library to attend training or meetings. Failure to do so causes confusion for security staff and customers.

Karen mentioned the upcoming Friends' booksale. Also, the need to find a temporary new location or date for the booksale as the building the sale is currently held in at the Fairgrounds will be remodeled over the next year.

Karen said MSD managers should be prepared to talk about next year's budget and the long-range plan at the next MSD meeting. Pauline and Heidi promised to have staff feedback regarding new equipment and supplies needed once their depts. have moved into the new Service Center.

Collection Workshop Agenda

Janet, Pauline, Heidi

Janet handed out the previous workshop's agenda for review. Everyone agreed to keep the next agenda the same, with the exception of Pauline now facilitating the ILL segment instead of a Selector.

Miscellaneous

all

Heidi and Karen briefly discussed the logistics of preparing a customer information profile for the HF Group, a bindery MLS will use in the next few weeks. It was decided that Heidi would contact the bindery and solicit any needed information, then contact Karen with the results or about any additional questions.

The next meeting is scheduled for March 13, 2008, at the CH Library.