

**Materials Services Division
Managers' Meeting
Minutes
August 21, 2008
Capitol Hill Library
8:00 a.m.**

Present: Janet Brooks
Heidi Johnson
Karen Marriott
Pauline Rodriguez-Atkins
Guest: LaVetta Dent (VI Manager) – LaVetta had to reschedule her visit to a later meeting

Cataloging Update

Pauline

Paula Hannapel is happy to announce the birth of her granddaughter, Maddison Nicole Farris, on August 20. Mother and daughter are fine, but the grandmother is feeling lightheaded.

Meetings and training attended:

- Ursula – Census workshop, July 18
- Ursula – Exemplary Ethics workshop, July 20
- Aaron – Tech Group, July 22
- Aaron – Staff Association, July 24
- Paula, Veronica – True Communication, August 7
- Pauline, Jana – X Change, August 18
- Aaron – Staff Recognition Committee, August 20
- Jill – OLA SSRT, August 21

Cataloging held a staff meeting on July 24. They discussed various issues including plans for the new building and the RE closing and temporary location.

Pauline and the Cataloging Technicians met on July 24 to talk about tracking boxes received from MSL and coverage during vacations.

Jana, Ursula, and Pauline taped Read About It segments on July 25.

Pauline and the Catalogers met on July 29. Among other issues, they established standards for adding feature film DVDs to existing records.

Sam Weehunt from DC job shadowed in CAT on August 6.

Jeanie, MSL, assisted in CAT on July 31 and August 7. On August 7, she and Steven handled the Cataloging Tech duties for the afternoon, so that Paula and Veronica could attend the True Communication workshop.

Staff are working on their bloodborne pathogen safety training; some have already completed it. Pauline has completed the MSDS update for the department.

The MSD Tech position has been posted. Pauline hopes to begin reviewing applications soon.

Jana continues to attend Leadership MLS activities.

Steven will continue to work in ILL one day each week until further notice.

ILL Update

Pauline

ILL staff have been working extra hard since the Downtown Mail Technician has been on leave, but they are keeping up.

Jeanie, MSL, has assisted in ILL several days during the Mail Tech's absence. Denise, MSL, helped on August 12.

Steven has been working in ILL one day each week, and will continue until further notice.

On August 20, ILL did not receive any postal nor courier mail. Pauline has contacted Amigos about the courier problem, but is not sure about the resolution yet.

A new supply of red and green removable labels, plus a bulk supply of white shipping labels, have been ordered and received from Reliance.

Now that RE is open again, ILL has resumed submitting ILL requests for RE customers.

Pauline met with Ruby (MSL) on August 6, to talk about training issues regarding ILL.

Pauline is working on an updated ILL agreement with the El Reno Correctional Center.

ILL staff have completed their bloodborne pathogen safety training. Pauline has completed the MSDS update for the department.

The MSD Tech position for ILL cannot be posted until after the budget is approved at the September Commission meeting. MSD Techs from CAT will continue to fill in until the new position can be filled.

Materials Selection Update

Janet

MSD Tech

- Sad news for MSL, MSD Tech Jeanie Austin has resigned. Her last day is August 29. She has the opportunity for free tuition to get her library degree if she moves to IL.
- The position is now open for applicants.

Library Visits

- During July selectors made an annual visit to CH and a 6-month visit to BI.
- During August they are making an annual visit to CT and a 6-month to DN. They were supposed to make a trip to the Extensions, but because of the RE move, these visits were postponed.
- During September the selectors will do an annual visit to DC and a 6-month visit to ED. They will also visit Book Centers and Books by Mail.

Ralph Ellison

- Nearly all selection staff helped with the Ralph Ellison relocation project. They helped with shelving, weeding, shelf reading and setting up displays.

Safety

- Janet completed her MSDS updates and have forwarded them to Candace.
- The majority of staff have completed the blood borne pathogens training.

Meetings

- Phil Tolbert shadowed Janet on August 4 and 12th.
- Julie facilitated V2R with RE staff on August 5th.
- Julie had a United Way meeting on August 6
- Ruby met with Pauline on August 6 to discuss changes in ILL.
- Denise attended the True communications workshop on August 7
- Jerold Gerfen/Outreach job shadowed Ruby on August 13.
- Janet attended the X-change meeting at BI on August 18
- Kim helped Heidi with TP interviews on August 18.
- Julie and Janet attended the V2R Trainers session on August 20.
- Kim attended a staff recognition dinner committee meeting on August 20.
- Julie and Janet will attend the Commission meeting on August 21. Julie is receiving her service certificate.
- Janet is attending the FOI Board meeting on Sunday, August 24.
- Julie is scheduled to attend the library managers meeting on August 27 to present United Way information.

- Susan, Kim and Janet are scheduled to meet on September 8th with a representative from Serials Solutions who will demo a statistics tracking program they offer.
- Janet is scheduled for the Safety Committee meeting on Sept. 9th
- Janet is scheduled to teach the Customer comment workshop on Sept 11.

Collection Workshop

- Managers adjusted the agenda to accommodate scheduling a little better. Janet will update the agenda and forward to managers for approval.
- Managers should have any manual updates to Janet by Sept. 15th.

Technical Processing Update

Heidi

- So far, the runs in August have been on average 608 labels per day as compared to July's total average of 625 labels. Technical Processing currently receives an average of 39 boxes of materials a day which is slight increase compared to July's total average of 35.
- Joy Duong, TP's newest Technical Processor, started her new job with MLS on August 11. She previously worked for Pioneer Library System part-time.
- As soon as TP had filled this processor position, Dana Phillips was selected by Planning for the Planning Services Specialist's position, starting August 25. Heidi and Kim have interviewed for the position created by Dana's transfer and hope to have found a good candidate to start on August 25 in TP.
- The processors continue to be current on the processing of all rush items and are processing non-rush materials from the run about one week ago. TP hopes to have a more settled staffing situation soon and be able to process non-rush items once again quicker than a week from receipt.
- TP held books for the Ralph Ellison Library on August 4 and 5, and resumed sending out books to RE on the 6th.
- TP's carpets were cleaned on August 10. The stains were for the most part still there after the cleaning; however, a lot of the accumulated dust was gone when TP returned to work on Monday morning.
- TP staff have completed their Bloodborne Pathogens training and have also filled out their forms for the Hepatitis vaccination.
- Most of the B&T accounts are now current again. Heidi was able to mobilize CFS, B&T's Accounting Dept., to finally delete the misapplication of funds from about a year ago on the adult account.

- All Ingram accounts continue to be current.
- Heidi will attend the Library Managers' meeting on August 27, 2008, at Edmond. (Update: Since Karen could not attend the Library Managers' meeting due to a scheduling conflict, Heidi postponed her attendance till later in the year when Karen will be able to attend.) On July 25, Heidi participated in the latest round of Read About It tapings held at DN; she also attended the X-Change meeting on 8-25 at BI. On August 5, she attended both a morning and an afternoon meeting regarding the soon to be ordered vertical lift module for TP's book storage.
- Kevin attended the Basic Excel workshop on July 29. Juanita is scheduled for the basic True Colors workshop in September.
- Alexis performed her first invoice close-out on August 1 without any problems.
- TP has asked Steven, the MSD Tech, to help out with processing some of the oldest non-rush items.
- Heidi plans on scheduling a meeting with the V2R committee sometime soon after her return from vacation early in October. She also plans to set a new bindery date once she contacts the bindery around the same time.
- Heidi sent her updates to Candace regarding any changes to the chemicals used in TP so the MSDS sheets can be kept current.

Administrative Update

Karen

Budget

Since the City of Oklahoma City was unable to provide revenue figures in time for the August Commission meeting, the final MLS budget will not be approved until the September meeting.

Circulation Statistics

Circulation figures are up after a two year decline.

Building Projects

Ralph Ellison has moved into their temporary location. Many people from throughout the System helped out to make the move happen. The ground breaking ceremony is scheduled to take place on September 10. Construction is projected to take about one year.

A storage charge has been added to the budget for the vertical lift module for the new Service Center in case the module arrives before it can be installed in the building. Anne Fischer and Jim Welch are preparing a proposal for purchase of

the RFID sorter. Construction trailers are scheduled to be set up shortly on the site, next door to Metro Tech.

The new NW Library is currently in the design phase. MLS has received the latest draft of plans from the architect. More meetings with the architect are scheduled for next week.

Negotiations are under way with the City regarding funding and future parking needs for the Capitol Hill Library's remodeling project.

Right Management

Managers discussed various versions of the proposed new job standards and performance appraisal system.

Overdrive and MP3 Format

Karen mentioned that the selection of titles available in this format is very limited and not very current. MLS plans to select popular authors and titles as much as possible.

Leadership Group

Karen and the AdTeam met with the Leadership Group recently. Jimmy and Anne put on a presentation for the group.

Fee schedule

The revised fee schedule is slated to go to the Finance Committee for approval at their September meeting prior to the Commission meeting to approve the final budget.

Library Manager Visits

Karen said she plans to schedule meetings with each library manager during the next year as follow-ups to Material Selection visits.

MSD Workshop Agenda

Janet, Pauline, Heidi

Facilitators discussed and finalized changes in the schedule. Janet will send out an updated agenda to everyone.

Miscellaneous

Pauline

Cataloging staff had brought up the problem of not being able to identify ownership of CDs from multi-disc sets of books on CD if the item number is not noted on the set of CDs in some way. If customers return titles like the Harry Potter books on CD without the blue cards, and an agency owns more than one copy of the title, it is currently impossible to know which set was returned if more than one is checked out. CAT staff suggested printing out an extra copy of the

barcode and placing it inside the front cover of the container. This way, even if the set is returned without the blue card, staff will still be able to identify the item number. Pauline will talk to the Library Managers about this issue at one of their next meetings.

The next MSD monthly meeting is scheduled for September 11, 2008, at CH. Pauline will chair.