

Materials Services Division Managers' Meeting Minutes

**November, November 20, 2008
Capitol Hill Library
8:00 a.m.**

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

Right Management Documents	all
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Managers discussed the Right Management study. Some of the MSD job descriptions will be adjusted during the upcoming year, and others after the move to the new Service Center. Funding for a full classification and compensation survey will be requested in the budget for next fiscal year.

Review X-Change Topics	all
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Managers discussed an e-mail to be sent out to all staff by Human Resources regarding upcoming changes to leave policies re leave without pay.

Cataloging Update	Pauline
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Meetings and training attended:

- Ursula – United Way meeting, October 15
- Jill – OLA SSRT, October 23
- Aaron, Pauline – Tech Group, October 28
- Aaron, Paula, Jill – Mass Mutual meeting, November 4
- Ursula – Depository Library Meeting, November 7

Pauline, Jana, Veronica, Karen, and Brittany participated in interviews and testing for the MSD Tech positions. Lisa Heinrich was selected to fill the Cataloging position. She is learning quickly and has already begun to help process new materials.

Ursula was announced as a winner of the Outstanding Service Award at the Staff Recognition dinner on November 8. Cataloging is very proud of her!

Cataloging is also proud of:

- Jill, who will be receiving her Bachelor's in Liberal Studies at the end of December

Veronica, who will take the Oath of Citizenship on December 5
Jana, who graduated as a member of Leadership MLS II on November 5.

Cataloging and ILL staff participated in their second V2R session on October 21

Aaron assisted with the OLA TSRT workshop Buy, Borrow, or Steal on October 24. He handled much of the behind-the-scenes work, including registration and lunch coordination. His work allowed a number of other TSRT members to attend all the sessions.

Kristin and Veronica assisted in ILL on October 24, to allow Karen and Pauline to both attend the TSRT workshop.

Cataloging and ILL staff attended a joint staff meeting with Karen Marriott on November 6. The meeting allowed staff to ask questions about the upcoming move to the new building.

Jill attended the annual Support Your Support Staff workshop on November 6.

Pauline will be replacing Aaron as Cataloging's representative on the Tech Group.

ILL Update

Pauline

Pauline, Jana, Veronica, Karen, and Brittany participated in interviews and testing for the MSD Tech positions. Nicholas Thompson was selected to fill the ILL position; he began work on November 10. He is already picking up on the ILL workflow.

Jimmy has completed work on the new mlsILL client, and it has been installed on the ILL computers. The ILL functionality is now available in VCirc. Pauline is currently holding training sessions for library employees, and ILL VCirc will be implemented on December 1. ILL staff are very excited about it!

Pauline attended the Library Managers' meeting on November 12 to present the ILL VCirc to the managers.

Amigos approached MLS about a new courier project last month. Amigos has contracted with Velocity courier service to run deliveries to southeastern Oklahoma. MLS was asked to allow the DN library to be used as a transfer site: Velocity will drop off and pick up materials shipped to and by Trans-Amigos Express courier libraries. MLS will receive a credit toward its Trans-Amigos Express costs; in addition, the system will save the postage needed to ship to libraries served by Velocity. The first dropoff was on November 19.

IT has created a shared drive for ILL computers. This will make it easier for staff to print labels from any computer.

Karen attended the OLA TSRT Buy, Borrow or Steal workshop on ILL and acquisitions on October 24. Pauline participated as a presenter on public libraries' perspective on the topics. The workshop was a success and Pauline and Karen came back with some interesting ideas.

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Materials Selection Update

Janet

Personnel

- Materials Selection is nearly full-staffed. Part-time MSD Tech Amy Treadwell began work October. Materials Selector, Melissa Weathers began on Nov. 10. Training is continuing for both.
- Marilyn remains out on FMLA leave until Dec. 18. Until she returns, Ruby, Susan, Kim and Janet are monitoring her areas and ordering material as appropriate. (Update since the meeting: Marilyn returned to work on December 2nd)

Library Visits

- During October, selectors made an annual visit to VI and a 6-month visit to MC. Janet made a follow up visit to Steve/BC.
- During November, they are making an annual visit to RE and a 6-month visit to SO.
- Ruby and Melissa visited JN on 11/18.
- During December, selectors are scheduled to make an annual visit to WA and a 6-month visit to BE.

V2R

- Materials Selection staff held the second session of the V2R and began work on setting goals for the department.

NW

- Kim is coordinating with Charla Aucone to have DN pages assist with the shelving of NW material.
- Shelving is getting tight in compressed shelving. As soon as MSL staff can consolidate the CD settlement volumes in the basement, they will be moving NW AV to the basement. This should allow for a bit more area to

grow into. Janet still suspects that they will need to look at alternative storage sometime in early spring.

Meetings and Workshops attended

- Janet attended the First Amendment Congress on Oct 22 and Oct 23.
- Lisa attended a Word workshop on 10/23
- Janet attended the Tech Support meeting on 10/28
- Janet, Kim and Karen met with Tammy Crooks and David Hargraves of Baker and Taylor on 10/28.
- Janet met with Michael/RE on Oct. 29 to begin collection work with him.
- Janet met with Chris/MC on Nov. 5 to begin collection work with him.
- Janet attended the Young Adult Services meeting on Nov. 5.
- Ruby attended the Prepare training on 11/6.
- Anna and Kim attended the Reference Tools workshop on 11/19.
- Janet's safety committee meeting was postponed from 11/18 to 12/2.
- Ruby's scheduled to attend a GovDoc meeting on 12/4.
- Janet is scheduled to assist with the interviews for the DC manager's position in December.

Thanksgiving Holiday

- Quite a few MSL staff will be out on AVL prior to the Thanksgiving Day holiday. Janet, Kim and Susan will be in the office on 11/26.

Technical Processing Update

Heidi

- The processing area is still getting slammed with materials. The average daily run in October was 864 labels; so far in November, the average is 868 labels. In September, the dept. processed 14,200 items; in October, a whopping 18,228 materials.
- In October, Technical Processing received an average of 51 boxes of materials a day. So far in November, TP is receiving an average of 41 boxes a day. TP had a temporary worker for about 3 weeks during the end of October and into early November to unbox materials. Since one of the receiving techs was on vacation during some of that time, TP's garage area is still quite full with boxes of materials. However, since the number of purchase orders mailed out for the last 2-3 weeks has decreased as compared to previous weeks, TP is hopeful that materials receipt will taper off somewhat in the near future and the dept. will be able to catch up on its workload.
- Karen Strange is TP's new processor to replace Dana Phillips who accepted a position in Planning. Karen started on November 3.
- Joy Duong's last day as processor with TP was on November 6. The processor position is currently open and Heidi will soon look at the applications received.

- Heidi has been spending most of her time either helping to process materials or unboxing/entering materials in the receiving area, and with making calls to vendors about problem materials received. Kim from MSL has been a big help with dealing with some of the publishers during this busy time for TP. TP is also grateful for the assistance given by CAT's part-time techs.
- Heidi attended a meeting on October 28 with Tammy Crooks and David Hargrave, both with Baker & Taylor.
- The B&T accounts continue to be current at this time. Heidi has forwarded some credit memo information to CFS to have applied to some of the accounts. All Ingram accounts also continue to be current.
- A LTA student from Rose State is scheduled to visit this afternoon at 2:00 p.m. to observe operations in TP.
- The Capitol Hill building's Christmas luncheon has been set for December 9.

Administrative Update

Karen

Ad Team

Heidi Port presented the proposed volunteer schedule for 2009 which was approved.

NW Library

A preliminary design report for the new NW Library has been received and is under review.

Another community meeting has been scheduled for December 2 at the John Marshall High School to present the preliminary plan.

SO Library Remodel

Karen said that several preliminary meetings have taken place and a request for information from architects has been sent out.

Policy + Procedures

Maintenance has requested a review of MLS's current overtime policy in order to cover staff being on call after hours for emergencies. This in turn has led to a review of all leave policies.

Mileage Reimbursement

Karen clarified some points of the new policy on mileage reimbursement. If staff are gone to a meeting/workshop all day, they now can claim reimbursement for any miles **in excess** of their regular mileage to work.

Karen mentioned that DN's open house is scheduled for December 11 during the mid-day hours.

Donna Morris announced that OLA has hired a new lobbyist, now that Oliver Delaney has retired.

Karen said she was busy with dealing with NW books, the Right Management Review, and the P+P updates. She will be on AVL for the next two weeks and will be back to work on December 8.

Miscellaneous	all
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Pauline and Janet discussed NW transfers. Janet mentioned that due to illnesses and other staffing issues, MLS was unable to work on transfers at this time.

Pauline mentioned some issues with "BHC" recalls from the RE Library from years past. Karen and Pauline discussed the best way to deal with these recalls.

The meeting adjourned at 10:10 a.m. The next meeting is scheduled for December 11, 2008, 8:00 a.m. at the CH Library. Pauline will chair.