

**X-Change  
Minutes  
2-16-04**

**In attendance were:**

Judy Walden, Eddie Terry, Dana Morrow, Denyvetta Davis, Janet Brooks, Laurie Mack-Clark, Anita Roesler, Rosemary Czarski, Pauline Rodriguez, Heidi Johnson, Kay Bauman, Jack Kinzie, Deborah Willis, Lori Kane, Lisa Weissenbuehler, Debbie Robertus, Jean Engebritson, Mary Patton, Debra Spindle, Barbara Beasley, Donna Morris, Priscilla Doss, Lloyd Lovely, Ann Aliotta, Patrick Williams, Phil Tolbert, Karen Marriott, Todd Olberding, Jim Welch, Anne Fischer

**Welcome and Announcements - Kay Bauman**

Welcomed supervisors to X-Change. Welcomed the two new directors to their first X-Change meeting: Lloyd Lovely, Director of Finance and Patrick Williams, Director of Facilities Maintenance. Discussed agenda for the afternoon.

**Budget and Projections – Donna Morris**

The Library's revenue is close to what it was last year. When preparing for the next budget, do not count on additional money, new services or programs. Donna let managers know that we are looking at having an election in February 2005. February 1997 was the date of our last millage election. To help prepare for the millage, Administration will be gathering data from our users through the use of surveys or polls. Donna indicated there would be not "big" marketing push for the election.

Donna notified managers that she has not heard anything lately from the City of OKC regarding the bond issues for Southern Oaks, Ralph Ellison, Capitol Hill, or the new Northwest library. There are a lot of issues needing to be resolved currently, such as reviewing program requirements and selecting an architect. Todd hopes to have an architect selected by fall 2004.

**Background Checks – Donna Morris**

Donna asked Karen Bays, Edmond Library Manager, to discuss a recent incident at her library. Discussion followed. Karen alerted attendees to the fact that there is a 90-day gap for new offenders to be posted on the Oklahoma Department of Corrections list.

Donna asked Dana Morrow to present what her office has been doing regarding background checks. Dana and Kelley Riha have developed a form that is currently being used for Outreach performers. The form is a work-in-progress and can be found at the end of the minutes. Dana indicated to managers that all performers in the Outreach database have had background checks. Dana also notified managers that if they encounter a performer that is currently on the Oklahoma Department of Corrections list, her office will take care of contacting the performer. Procedures will be developed for handling background checks. The committee members for developing the procedures will consist of Dana, Donna, Heidi Port, and Kelley Riha.

**X-Change  
Minutes  
2-16-04**

**Law Enforcement – Donna Morris**

Donna encouraged all managers to go over policies and procedures for confidentiality. Staff should be made aware of what they can and cannot do. Staff members should also be made aware of the appropriate administrative channels to go through if a situation arises. If anyone has any questions, please contact Donna.

Discussion of policies and procedures followed. The Policy and Procedure Committee will look at the policies that relate to confidentiality and will update them to reflect current laws.

**Pension Plan – Donna Morris**

Donna notified managers that the Library is looking at what all is available. In consideration are what is best for the employees and what is best for the Library.

**Choctaw Grand Opening – Rosemary Czarski**

Rosemary reported that everything came together very nicely. She has had a lot of compliments. For all of the festivities at Choctaw, there have been tremendous turnouts. She also noted that Spoticus was a big hit with the kids.

**Ronald J. Norick Downtown Library – Donna Morris**

Donna reported that we would have possession of the new library by the 1<sup>st</sup> of March, therefore we should be moved in to the new building sometime in June. Automation will be the first department to be moved over and the Downtown Library will be moved last so as not to hinder the customer service aspect.

**Miscellaneous**

Anita Roesler reported that, as of today, there are 323 readers enrolled in the Lifetime Readers Society.

**Meeting adjourned at 4:00 p.m.**

Next X-Change meeting will be on:

Monday, May 17, 2004  
2:00-4:30 pm  
Belle Isle Library  
Meeting Rooms A & B

X-Change  
Minutes  
2-16-04

Metropolitan Library System of Oklahoma County  
Outreach Services, 1364 NE 3<sup>rd</sup>, Oklahoma City, Oklahoma 73117

Date

Dear Presenter,

You must supply information on the accompanying personnel form.

Criminal records checks are conducted through the Oklahoma State Bureau of Investigation and may include checking the Oklahoma Department of Corrections Sex Offenders Registration List. A felony conviction is not an automatic disqualification. The nature of the crime, the amount of time since the conviction, your work record since and other factors will be considered.

Please fill out the entire form so your information is complete. If you have any questions or comments feel free to call **Outreach 405-235-9223, Kelley Riha (x30) or Dana Morrow (x23).**

Return your information to:

email: [kriha@mls.lib.ok.us](mailto:kriha@mls.lib.ok.us)

fax: 405- 235-9118

mail to: **MLS Outreach Services**

**Kelley Riha**

**1364 NE 3<sup>rd</sup>**

**Oklahoma City, Oklahoma 73117**

Sincerely,

Kelley Riha  
MLS Community Information Coordinator

X-Change  
Minutes  
2-16-04

Metropolitan Library System of Oklahoma County  
Outreach Services, 1364 NE 3<sup>rd</sup>, Oklahoma City, Oklahoma 73117

ARTIST / PRESENTER Program Description

Full Name: \_\_\_\_\_  
Other Names you have used including maiden name or other marriages if applicable: \_\_\_\_\_

Birth date: \_\_\_\_\_ SS#: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone(s) \_\_\_\_\_  
email &/ website: \_\_\_\_\_

Do you also provide workshops/demonstrations for:  
children Yes No teens Yes No  
adults Yes No families Yes No  
Minimum / maximum participants? Yes & # \_\_\_\_\_ No \_\_\_\_\_  
Workshop(s) emphasis/description: \_\_\_\_\_

Space Requirements: \_\_\_\_\_

Experience emphasizing your uniqueness: \_\_\_\_\_

3 References with name, address & phone number:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- ✓ Feel free to use a second sheet to adequately answer each field.
- ✓ Please provide a 3x5-color photograph

Thank you!

For office use only:

<input type="checkbox"/> Date Received	<input type="checkbox"/> Confirm date with host Library
<input type="checkbox"/> Background check & date performed	<input type="checkbox"/> Completing employee