

**X-Change  
Minutes  
5-17-04**

**In attendance were:**

Judy Walden, Eddie Terry, Janet Brooks, Laurie Mack-Clark, Anita Roesler, Rosemary Czarski, Heidi Johnson, Kay Bauman, Jack Kinzie, Deborah Willis, Lori Kane, Lisa Weissenbuehler, Jean Engebritson, Mary Patton, Barbara Beasley, Donna Morris, Priscilla Doss, Lloyd Lovely, Ann Aliotta, Patrick Williams, Phil Tolbert, Karen Marriott, Todd Olberding, Ernestine Clark, Randy Wayland, Mike Miller, Daphene Keys, Karen Bays, Katrina Prince, Scott Carter

**Welcome and Announcements - Kay Bauman**

Welcomed everyone to X-Change. Discussed agenda for the afternoon.

**Donna Morris – RJN DN Updates**

- Opening date not yet set (expect to pick date in next two weeks)
- Still working on punch list with city
- Patrick and MTC are receiving training on new systems in the building
- Offices to begin move on 6/1
- Debra Spindle and Karen Marriott have requested four weeks to move the library
- Office furniture is mostly installed
- Mill work currently being installed in children's area
- We are currently planning a "staff only" pre-opening event – more details later
- Rotary fountain dedication will be 6/22
- Automation has moved into building and have done a great job

Eddie Terry notified supervisors that – employees need to use caution when walking in the back alley, the slope of the alley and a large grate have caused a few people to fall. Donna stated we need to work with the city to resolve the issue of the grate.

RJN DN Postal Address is 300 Park Ave. NOT 300 W Park Ave. Currently all mail that is addressed to the 300 Park address is being delivered to the old DN location.

Kay Bauman alerted supervisors to the following points:

- Interim Mail procedures have been posted on the Intranet.
- Please continue to check the system information page on the Intranet. We are not sending out emails to alert staff when the page is updated.
- Departments moving to the new building, please review appropriate safety training prior to the move. We want everyone to have a safe move.
- Employee Development Coordinator position – Hopes to make decision by end of month.

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**Budget (FY04-05) Lloyd Lovely and Donna Morris**

- Basically same as last year
- Only “required” items are in budget
- Waiting to hear from County Assessor regarding property tax projections (should hear from them later this month)
- MLS Finance Committee Meeting will be June 9<sup>th</sup> to discuss budget
- Preparing for a bond election in Feb. 2005. It will be a low key campaign.

**Judy Walden – Effective Communication**

Judy led an exercise in which all participants were asked to take a sheet of colored paper and close their eyes and follow a list of instructions that Judy read. At the conclusion of the exercise participants opened their eyes and viewed the papers. Each person had interpreted the directions differently and therefore, each result was different. The group discussed ways to increase effective communication.

Judy distributed a packet labeled “MLS Email Communications” (Copy attached) and led the group in a discussion about proper email procedures.

**Q & A**

Deb Willis stated that MC is closed and the contractors have begun painting the walls and doing the cabling work. The paintings have been removed from the lobby and are in storage. Anne Fischer told Deb that during construction they might lose telephone/electric or computers.

Summer Reading – The libraries are preparing for the program to begin on June 1<sup>st</sup>. Lisa noted that the staff at VI had voted to come dressed on June 1<sup>st</sup> as their favorite super hero. (Lisa also informed us that she has given her staff some guidelines on appropriate costumes ).

**Meeting adjourned at 3:20 p.m.**

**The next meeting for X-Change:**  
**Please Note Location - RJN DN Library**  
**4<sup>th</sup> Floor Events Room**  
**Monday, August 16<sup>th</sup>**  
**2:00 – 4:00 p.m**

## MLS Email Communications

Good Communication = Simplicity, clarity, and pertinent information.

To be most useful, an email needs to tell the reader:

1. **Who are all the recipients.** Calypso often does not show all the recipients. Though it is not always necessary for the reader to know the other recipients, sometimes it is very important. If there is no greeting or other indication to let the reader know the recipients, the reader may not know if it is directed at him or if he is just being copied a message to others. Also, when the reader identifies others he thinks needs to see the message, without knowing if they were copied he may spend time forwarding the message to them.
2. **What - what is the message?** Make sure the message includes all of the information needed for the reader to understand what you want to communicate. If you leave out background information or pertinent facts, the message may fail to accomplish your intent.
3. **When** - give times and dates. If the message content is impacted by dates and times, give them. If you are setting up a meeting, give all necessary logistics. If you are referencing something that happened, tell when it happened - at least give a general timeframe (last summer, 1997, last month) and something to refresh the memory.
4. **Where** - Make sure locations are given when this info. is significant, such as location for a meeting, place where an incident occurred, are we talking about the new library building or the old library building, etc.
5. **How** - Don't assume the reader knows how to respond to the message (some readers may be new employees or just unfamiliar with the process). If a process is to be followed, describe what that is, or at least make a reference to a location where the process can be found. If some action needs to take place in response to your message, make sure that action and how to accomplish it are clearly communicated.
6. **Simple** - lastly, a series of shorter sentences are easier to understand than long, convoluted ones.

Most email communication problems occur when a message is going to several readers, even all readers. There is diversity in any group of people. What one may easily understand, others may not.

Return-path: <nlytle@metrolibrary.org>

Received: from localhost (localhost [127.0.0.1]) by dash.onenet.net (iPlanet Messaging Server 5.2 HotFix 1.14 (built Mar 18 2003)) with ESMTP id <0HxD00CAG59Q8Z@dash.onenet.net> for jwalden%mls.lib.ok.us@ims-ms-daemon; Fri, 07 May 2004 16:34:39 -0500 (CDT)

Received: from mailhost.onenet.net ([127.0.0.1]) by localhost (dash [127.0.0.1]) (amavisd-new, port 10024) with LMTP id 16572-01-308 for <jwalden@metrolibrary.org>; Fri, 07 May 2004 16:34:36 -0500 (CDT)

Received: from PIOGATXP (unknown [156.110.24.142]) by mailhost.onenet.net (Postfix) with ESMTP id 8C7862A9DE0 for <jwalden@metrolibrary.org>; Fri, 07 May 2004 16:34:09 -0500 (CDT)

Date: Fri, 07 May 2004 16:34:40 -0500

From: Nancy Lytle <nlytle@metrolibrary.org>

Subject: May Shelflife 04

To: jwalden@metrolibrary.org

Message-id: <200405071634400390.06E282E1@mailhost.mls.lib.ok.us>

MIME-version: 1.0

X-Mailer: Calypso Version 3.30.00.00 (4)

Content-type: multipart/mixed; boundary="=====\_108396568026777=\_"

X-OneNet-Scanned: by amavisd-new at dash.onenet.net

References: <BCC16398.1C71%jdevlin@mls.lib.ok.us>

Original-recipient: rfc822;jwalden@metrolibrary.org

May 2004 Shelflife is being sent to all correspondents.

Return-path: <uward@metrolibrary.org>  
Received: from localhost (localhost [127.0.0.1]) by dash.onenet.net (iPlanet Messaging Server 5.2 HotFix 1.14 (built Mar 18 2003)) with ESMTP id <0HX500HY0F6631@dash.onenet.net> for jwalden@mls.lib.ok.us@ims-ms-daemon; Mon, 03 May 2004 12:27:42 -0500 (CDT)  
Received: from mailhost.onenet.net ([127.0.0.1]) by localhost (dash [127.0.0.1]) (amavisd-new, port 10024) with LMTP id 04196-01-192 for <jwalden@metrolibrary.org> Mon, 03 May 2004 12:26:57 -0500 (CDT)  
Received: from catgdcnt (unknown [156.110.24.142]) by mailhost.onenet.net (Postfix) with ESMTP id 315572A96B3 for <jwalden@metrolibrary.org> Mon, 03 May 2004 12:26:18 -0500 (CDT)  
Date: Mon, 03 May 2004 12:26:41 -0500  
From: Ursula Ward <uward@metrolibrary.org>  
Subject: Fwd: Healthy Women Today Newsletter -- May 2004  
To: jwalden@metrolibrary.org  
Message-id: <200405031226410453.05C33F06@mailhost.mls.lib.ok.us>  
MIME-version: 1.0  
X-Mailer: Calypso Version 3.20.02.00 (1)  
Content-type: multipart/alternative; boundary="Boundary\_(ID\_Nxo15wZ2L0Xq8j+kv6kTHg)"  
X-OneNet-Scanned: by amavisd-new at dash.onenet.net  
X-Spam-Status: No, hits=4.7 tagged\_above=-99.0 required=7.0 tests=CLICK\_BELOW, HTML\_30\_40, HTML\_FONTCOLOR\_BLUE, HTML\_FONTCOLOR\_UNSAFE, HTML\_FONT\_BIG, HTML\_MESSAGE, HTML\_TAG\_EXISTS\_TBODY, NORMAL\_HTTP\_TO\_IP, PORN\_4  
X-Spam-Level: \*\*\*\*  
References: <F7029BF07E5BBC48A622CE8E4193876501CDFA42@psgs-ex2.fairfax.PSGS.COM>  
Original-recipient: rfc822;jwalden@metrolibrary.org

This forward is being sent to all correspondents.

Hi.

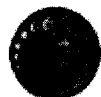
Below is a newsletter from National Women's Health Information Center. The information centers around the National Women Health Week starting on May 9th. I thought it might be interesting for you to read. There are some recipes to try for Mother's Day toward the end of the newsletter.

Have a great Monday.

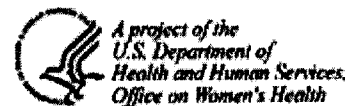
Ursula Ward, Documents Cataloger

\*\*\*\*\* BEGIN FORWARDED MESSAGE \*\*\*\*\*

On 5/3/04 at 10:29 AM 4 woman <4.woman@PSGS.COM> wrote:



www.4girls.gov



**Date:** 5/12/04 11:18 AM  
**From:** Judy Walden  
**To:** Donna Morris <dmorris@mls.lib.ok.us>, Scott Carter <scarter@mls.lib.ok.us>, Kay Bauman <kbauman@mls.lib.ok.us>  
**Copy:** Judy Walden <jwalden@metrolibrary.org>  
**Subject:** Notes from Policy Review Committee meeting  
**Attachments:** Policy Review Committee 5-12-04.doc

Return-path: <jwalden@metrolibrary.org>  
Received: from localhost (localhost [127.0.0.1]) by dash.onenet.net (iPlanet Messaging Server 5.2 HotFix 1.14 (built Mar 18 2003)) with ESMTP id <0HXL008KPZY1GV@dash.onenet.net> Wed, 12 May 2004 11:18:02 -0500 (CDT)  
Received: from mailhost.onenet.net ([127.0.0.1]) by localhost (dash [127.0.0.1]) (amavisd-new, port 10024) with LMTP id 05375-01-11; Wed, 12 May 2004 11:17:58 -0500 (CDT)  
Received: from psamgrnt (unknown [156.110.24.142]) by mailhost.onenet.net (Postfix) with ESMTP id E1DA62A9603; Wed, 12 May 2004 11:17:57 -0500 (CDT)  
Date: Wed, 12 May 2004 11:18:25 -0500  
From: Judy Walden <jwalden@metrolibrary.org>  
Subject: Notes from Policy Review Committee meeting  
To: Donna Morris <dmorris@mls.lib.ok.us>, Scott Carter <scarter@mls.lib.ok.us>, Kay Bauman <kbauman@mls.lib.ok.us>  
Cc: Judy Walden <jwalden@metrolibrary.org>  
Message-id: <200405121118250687.6C9136BE@mailhost.mls.lib.ok.us>  
MIME-version: 1.0  
X-Mailer: Calypso Version 3.20.02.00 (1)  
Content-type: multipart/mixed; boundary="====\_10843787056334=\_"  
X-OneNet-Scanned: by amavisd-new at dash.onenet.net  
X-Spam-Status: No, hits=0.9 tagged\_above=-99.0 required=7.0 tests=BAYES\_20, HTML\_40\_50, HTML\_MESSAGE  
X-Spam-Level:

Hi Donna, Scott and Kay,  
Attached are my notes from the meeting we just had this morning. If I got anything twisted, please let me know.

Thanks,  
Judy

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**Date:** 4/28/04 1:08 PM  
**From:** Nancy Lytle  
**To:** jwalden@metrolibrary.org  
**Subject:** City Hands Over Keys to New Downtown Library. see attached  
**Attachments:** Downtown Library Final.doc

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This news release is being sent to all correspondents - Supervisors please make available to all staff.

This release was just sent out to all media about the City handing over the keys to the new Downtown Library.

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**Date:** 4/29/04 3:30 PM  
**From:** Anita Roesler  
**To:** jwalden@metrolibrary.org  
**Subject:** ASL meeting

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Adult Programmers and Library Managers:

The next adult services librarians meeting will be in two weeks, May 12th. at Southern Oaks from 1:00pm-4:00pm.

If you need on the agenda, or just want to tell me something please let me know.

Thanks, Anita



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**Date:** 5/3/04 11:35 AM  
**From:** Nancy Lytle  
**To:** jwalden@metrolibrary.org  
**Subject:** Reminder - July programs entered in MLS calendar

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Hi Programmers (this is going to all adult, child and YA programmers and library managers)

Please be sure your July programs have been entered. If you don't see your program in pending, don't forget to check the published ones.

Please check to make sure, if you entered programs a good while ago, that they are still correct.

Thank you !!!  
Nancy

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**Date:** 5/7/04 3:53 PM  
**From:** LaVetta Dent  
**To:** jwalden@metrolibrary.org  
**Subject:** Summer @ the Library 2004 Training  
**Attachments:** Instructions for accessing Summer Reading Training.doc, Summer@ the Library MLS Guidelines.doc

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This email is going to Library Managers, Children's Services, and YA Services.

Managers,

I am sending the instructions for all employees to access the Summer @ the Library Training on the Intranet. You will notice that I have also attached Summer @ the Library Guidelines. I have explained this on the instruction sheet in a Note to Managers.

I will send the anagrams on Monday. If you have any questions please let me know. Thanks,  
LaVetta

**Date:** 5/4/04 1:00 PM  
**From:** Planning Services  
**To:** jwalden@metrolibrary.org  
**Subject:** Updates to Intranet

Return-path: <planning@metrolibrary.org>  
Received: from localhost (localhost [127.0.0.1]) by dash.onenet.net (iPlanet Messaging Server 5.2 HotFix 1.14 (built Mar 18 2003)) with ESMTP id <0HX700G1GBCDHU@dash.onenet.net> for jwalden%mls.lib.ok.us@ims-ms-daemon; Tue, 04 May 2004 13:00:13 -0500 (CDT)  
Received: from mailhost.onenet.net ([127.0.0.1]) by localhost (dash [127.0.0.1]) (amavisd-new, port 10024) with LMTP id 29198-01-141 for <jwalden@metrolibrary.org> Tue, 04 May 2004 13:00:10 -0500 (CDT)  
Received: from PLACKXP (unknown [156.110.24.142]) by mailhost.onenet.net (Postfix) with ESMTP id 48F272A9A3E for <jwalden@metrolibrary.org> Tue, 04 May 2004 12:59:26 -0500 (CDT)  
Date: Tue, 04 May 2004 12:59:26 -0500  
From: Planning Services <planning@metrolibrary.org>  
Subject: Updates to Intranet  
To: jwalden@metrolibrary.org  
Message-id: <200405041259260593.678EF53C@mailhost.mls.lib.ok.us>  
MIME-version: 1.0  
X-Mailer: Calypso Version 3.20.02.00 (4)  
Content-type: multipart/alternative; boundary="=====\_108369356620116=\_"  
X-OneNet-Scanned: by amavisd-new at dash.onenet.net  
X-Spam-Status: No, hits=1.0 tagged\_above=-99.0 required=7.0 tests=HTML\_40\_50, HTML\_MESSAGE  
X-Spam-Level:  
Original-recipient: rfc822;jwalden@metrolibrary.org

To all staff,

Be sure and check out system and Downtown Library updates by visiting the Intranet. Information is being updated frequently therefore it is necessary to click refresh when visiting these pages.

No e-mails will be sent out regarding updates to these pages so you will need to visit the Intranet often to see any updates.

**Planning Services**