

**X-Change
Minutes
11/15/04**

In attendance: Deborah Willis, Randy Wayland, Jack Kinzie, Scott Carter, Lloyd Lovely, Jim Welch, Donna Morris, Janet Brooks, Barbara Beasley, Priscilla Doss, Stacy Schrank, Karen Marriott, Denyveta Davis, Anita Roesler, Ric Rea, Eddie Terry, Karyn Miller, Anne Fischer, Dana Morrow, Laurie Mack-Clark, Mary Patton, Ernestine Clark, Jean Engebritson, Debbie Robertus, Susie Beasley, Katrina Prince, Lori Kane, Heidi Johnson, Pauline Rodriguez, Karen Bays, Rosemary Czarski, Kay Bauman, Debra Spindle, Todd Olberding, Patrick Williams, Phil Tolbert, Ann Aliotta

Announcements – Donna Morris

- Circulation figures are on the increase.
- The next Commission meeting will be Thursday, November 18, 2004 at the Edmond Library.
- The Administrative & Personnel Committee will be meeting before the Commission meeting for a special executive session.

Update of MaC Procedures – Scott Carter

- Scott reminded all supervisors to please use the appropriate forms when requesting services and/or materials from Marketing.
- These forms can be found on the Intranet, under the Forms page.
- The forms to be used are the Production Art Request and the Photo/CD Request.

Stacy Schrank – “Partners Connecting People with Libraries”

- Defining partners – Partners means different things to different people.
- Stacy had supervisors complete an activity related to defining partners.
- P = People
- A = Accountability
- R = Respect
- T = Teamwork
- N = Needs
- E = Empowerment
- R = Resourcefulness
- S = Service
- Stacy had supervisors share their experiences with partnerships since Focus.
- Stacy announced he is currently working on Focus 2004 evaluations. Overall the results are looking good.

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- Furthermore, he announced spring 2005 training is in the works.

Code ADAM – Ric Rea

- Ric announced that there is a small committee working on this project.
- Code ADAM is a missing child alert process.
- The committee will be putting something together for Downtown and will eventually be spread out to other libraries.

Karyn Miller – Workers' Compensation Information

- Karyn reminded supervisors to report workers' comp injuries ASAP.
- We have a time limit by law to turn workers' comp injuries paperwork in.
- When you receive paperwork with restrictions, keep a copy at your location. Supervisors are responsible for seeing that the employee is following the appropriate restrictions.
- If there is a workers' comp injury, be sure to investigate the incident immediately.
- If no one is in the Human Resources Department when an accident occurs, you are authorized to send injured employee to first doctor visit. The authorization form may be found on the Intranet's Forms page: Workers' Compensation – Authorization to Treat for Workers' Compensation.

Kay Bauman – Training Needs Assessment

- The training needs assessment is serving two purposes:
 1. A hiring tool, and
 2. Where we need to focus our training.
- The company that we purchased the assessment tools from did not provide a standard level for helping identify and score results; therefore results are not in relation to anything.
- Through the use of this tool, everyone is getting us to the next step of establishing where we are as an organization.
- The training needs assessment is not to be viewed as a "Pass/Fail".
- It is very important to listen to the instructions given prior to taking the assessment.
- Kay thanked everyone for taking the time and effort for the needs assessment.

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Kay Bauman – Policy and Procedure (P & P) Reclassification

- The reclassification will allow for the P & P to be more user friendly and will provide for easy recognition.
- The set up for the reclassification is:
 - More logical,
 - Easy insertion of policies and procedures, and
 - Easily discern a policy from a procedure (guideline).
- Pauline Rodriguez developed a classification system for the policy and procedure. She explained how she developed this system.
- Kay demonstrated the revised P & P for supervisors.
- Supervisors will have the ability to view the reclassification soon. Information Technology will send them a link. Kay requested that supervisors send her feedback on the revised P & P.

**The next X-Change meeting will be held on
Monday, February 21, 2005 at 2:00 pm at the Belle Isle Library.**