

X-Change Minutes  
February 21, 2005

Attendance: Ernestine Clark, Karen Marriott, Donna Morris, Joan Shelton, Heidi Johnson, Debbie Robertus, Priscilla Doss, Geri Price, Janet Brooks, Jo Nita White, Anita Roesler, Laurie Mack-Clark, Helen Harrell, Rosemary Czarski, Louisa Smith, Eddie Terry, Todd Olberding, Patrick Williams, Dana Morrow, Kay Bauman, Stacy Schrank, Deborah Willis, Karen Bays, Lloyd Lovely, Jack Kinzie, Lisa Weissenbuehler, Katrina Prince, Anne Fischer, Mary Patton, Ric Rea, Debra Spindle, Ann Aliotta

**Announcements – Donna Morris**

Donna had nothing to report; asked for questions.

- ◆ A question was asked regarding the Northwest library. The City hasn't sold enough bonds to fund the project.
- ◆ Donna is currently working on the Capitol Hill Library project and the Ralph Ellison Library building project.
- ◆ The millage election will be taking place possibly in February 2006.
- ◆ Discussion of legislative topics related to libraries.
- ◆ Discussion of OLA Conference being held in Norman at the USPS Employee Development Center.

**Me, Myself and the Organization – Stacy Schrank**

Stacy held a training session on time management for supervisors.

**Author Dinner – Ernestine Clark**

Ernestine discussed the Literary Voices Dinner. Libraries will be receiving new posters to post. If anyone has any questions about the dinner, please contact Ernestine.

Ernestine reminded everyone that the Friends Booksale will be held on February 26 & 27, 2005. There are more books to sell than previous years.

**Time Entry – Ric Rea**

Ric presented a "refresher" for all supervisors on how to properly input hours entry into mlsHRpay.

Ric will send the presentation to "All Supervisors". If anyone has questions about time entry, please contact Human Resources at 606-3739.

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**Policy Reclassification – Kay Bauman**

Kay notified supervisors that the MLS Commission was informed of the reclassification at the February Commission meeting. The revised policy and procedure page is now up on the Intranet.

Kay asked supervisors to keep her informed of how the revised policy & procedure pages are working for them and their staff.

**Miscellaneous – All Supervisors**

Anne Fischer has received many complaints about customers not being able to access some of our databases. The problem seems to lie in the fact that our customers have a firewall that is preventing them from accessing the information. Anne will send out an e-mail to “All Correspondents” alerting them to the problem and the possible solution.

Kay asked that all supervisors sign off on Production Art Requests before submitting them to the Marketing and Communications Department.

Kay welcomed Louisa Smith, Jo Nita White and Helen Harrell to their first X-Change meeting. The Extensions will be attending X-Change meetings on a rotation-basis.

Deborah Willis announced that the Midwest City Library will be closed for three weeks in May (May 9-Memorial Day) for re-carpeting.

Anita Roesler reported that for Winter ReadFest 2005, she has 500 individuals signed up as of today. Last year, the total number of individuals signed up for ReadFest was 711.