

X-Change Minutes

Date: May 15th, 2006

Location: Midwest City Library

Those in Attendance:

Ann Aliotta, Lynda Bahr, Kay Bauman, Karen Bays, Barbara Beasley, Susie Beasley, Janet Brooks, Ernestine Clark, Laurie Mack-Clark, Rosemary Czarski, Denyvetta Davis, LaVetta Dent, Priscilla Doss, Ann Fisher, Heidi Johnson, Jack Kinzie, Lloyd Lovely, Karen Marriott, Donna Morris, Dana Morrow, Todd Olberding, Mary Patton, Katrina Prince, Debbie Robertus, Pauline Rodriguez, Anita Roesler, Stacy Schrank, Eddie Terry, Kim Terry, Phillip Tolbert, Randy Wayland, Melissa Weathers, Jimmy Welch, Fariba Williams, and John Wood

Welcome

Kay Bauman called the meeting to order at 2:00 pm. Kay welcomed the supervisors to the May X-Change meeting and thanked Midwest City for the lovely refreshments.

Responsibilities of Employees – *Staff Use of Public Library Property and Services*

Anne Fisher gave out copies of the SH 620 Staff Use of Public Library Property and Services policy. Anne stated an issue has risen where staff will check out materials and check them back in without returning the materials. Anne encouraged the supervisors to talk with their employees so they understand their responsibilities with library property and services. Additionally, items being returned are to only be checked out or checked in on a computer at a library—never an office computer.

Summer Reading Event Employee Training

Stacy Schrank, Employee Development Coordinator was introduced. He then introduced Melissa Weathers as the presenter for the training activity. Melissa taught the X-Change attendees the processes and procedures for Summer Reading registration, goal objectives and dispersing gifts and awards.

Understanding Addiction – The Supervisor's Role

Stacy Schrank, Employee Development Coordinator, introduced David Swope from a Chance to Change in Oklahoma City. David is a trained addiction counselor. David spoke to the supervisors about their role as a supervisor. David addressed areas for concern supervisors. He stated several items associated with different types of addictions that could be present in an individual's demeanor or work attitude. David spoke about alcohol, drug, and sexual addictions and numerous patterns associated with those addictions.

Adjournment

After no further business the meeting was adjourned at 4:00 p.m.