

X-Change Minutes

Date: November 16, 2009

Location: Downtown Library

Those in Attendance:

Charla Aucone, Lynda Bahr, Julie Ballou, Roy Ballou, Kay Bauman, Karen Bays, Barbara Beasley, Kellie Bradford, Janet Brooks, Denyvetta Davis, LaVetta Dent, Priscilla Doss, Anne Fischer, Tim Fisher, Kelley Hoffman, Linda Hyams, Heidi Johnson, Chris Kennedy, Lloyd Lovely, Laurie Mack-Clark, Candace McDaniel, Dana Morrow, Todd Olberding, Michael Owens, Katrina Prince, Jamar Rahming, Ric Rea, Debbie Robertus, Pauline Rodriguez - Atkins, Anita Roesler, Stacy Schrank, Kim Terry, Phil Tolbert, John Utley, Maria Watkins, Randy Wayland, Jimmy Welch, Fariba Williams, Patrick Williams, John Wood

Welcome

Kay Bauman called the meeting to order at 2:00 pm. Kay welcomed the supervisors to the Downtown Library and X-Change meeting.

Announcements

- Pauline said that filled ILL announcements are going out through US mail.
- Dana Morrow thanked Candace and the Staff Recognition Committee for a fun filled Staff Recognition Dinner.
- Heidi reminded supervisors that CD binders for up to 24 cds will not be available until Tech Processing is in the new building.
- Julie shared that the Circulation Forum met on November 4th with 21 circulation staff. They had two mini trainings one on handling checks with Betty Scott, and another on library card applications with Cheryl Mann. The group was very excited and positive about the forum. An email has been set up for questions/suggestions - circforum@metrolibrary.org.
- Stacy will be meeting with the Central Oklahoma Municipal Alliance to discuss trainings for next year. These trainings will include the supervisory skills courses that were offered this year as well as some lead worker classes, customer services classes, and compliance training classes.
- Stacy announced that a learning management system has been added to this month's commission packet. The goal is to have the LMS up and running by February 1st so it can be used hand-in-hand with the new appraisal system.

Cultural Survey Committee Updates

Communication Group – LaVetta and Stacy met with Brad Voss to talk about training options regarding communication.

Underappreciated Group – Denyvetta shared that a 5 part audio series on recognition will be added to the lending library for supervisors and staff to review.

Resistance to Change Group – Karen Bays said that the new committee is meeting and they will report back according to the timeline they were given. The group also wishes for all three committees to meet together.

Construction Update

Todd presented the updates on current construction projects.

- The service center is coming along. Furniture will be moved in starting November 30th and it should be ready for occupancy in December.
- The grand opening of Ralph Ellison is scheduled for December 14th at 2:00pm.
- Northwest will be going out for bid soon.
- Southern Oaks construction will not likely begin until next fall.
- Future funded projects are Belle Isle (2011 – 2013) and Capitol Hill (2010 – 2012)
- Edmond II is funded and under discussion.
- Future projects under discussion – Bethany, Del City, Harrah, Jones, and Spencer.

Performance Appraisal Q&A

Supervisors asked questions about the new appraisal system. Kay said to have staff meet with supervisors to go over their new appraisal standards and turn in to HUM by the end of November.

Adjournment

After no further business the meeting was adjourned at 3:15 p.m.