

## *X-Change Minutes*

**Date:** August 15, 2011

**Location:** Ralph Ellison Library

### **Those in Attendance:**

Ann Alliota, Lynda Bahr, Julie Ballou, Roy Balloum Kay Bauman, Rosemary Czarski, Denyveta Davis, Kellie, Delaney, LaVetta Dent, Priscilla Doss, Anne Fischer, Jana Hausburg, Linda Hyams, Heidi Johnson, Chris Kennedy, Jack Kinzie, Lloyd Lovely, Karen Marriott, Tera McAmis, Candace McDaniel, Dana Morrow, Todd Olberding, Michael Owens, John Raahal, Ric Rea, Pauline Rodriguez - Atkins, Debbie Robertus, Anita Roesler, Diane Sarantakos, Kim Terry, Tracey Thompson, Angela Thornton, John Utley, Maria Watkins, Randy Wayland, Jimmy Welch, Patrick Williams, John Wood

### **Welcome**

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

### **Culture Survey Update**

Kim Terry reviewed the charge of the three culture survey committees and the formation of the ad-hoc committees formed afterwards. She went over the progress that the committees have achieved with the supervisors. See Attachment A for notes from the Ad Hoc Culture Committees.

### **Classification and Compensation Study**

Kay Bauman discussed the webpage devoted to the Class and Comp study and discussed the various steps that have gone into the process so far. The finance committee met on August 11, 2011 with Laura Francisco who presented the recommendations from the Singer Group. All the recommendations were approved by the finance committee and will go to the commission meeting on August 25, 2011.

Kay opened the floor for questions and comments from supervisors.

### **Budget**

Lloyd Lovely presented the following highlights with the supervisors:

- Even though Oklahoma's housing market was projected to reduce, the ad valorem tax did not reduce.
- Right now we are looking great budget-wise.
- The market increase for staff this year will be 2.5%.
- The expense of NW was a worry but it is opening and everything is budgeted and we absorbed the expense and didn't have to adjust for it.

- We're in a place where we can offer new services with this year's budget.
- There is a million dollars in reserves for next year.

### **Policies**

Kay shared the following drafts of policies and procedures with the supervisors for review, discussion, and suggestions:

- SH 410 and 410.1
- SH 610 and 610.1
- SH 620, 620.5, and 620.6

### **Construction Updates**

#### **Northwest – Julie Ballou**

- Job announcements have gone out for Assistant Manager and Librarians
- Many e-mails are coming in from the community through the Northwest website. People are very excited and want to help however they can.
- There have been meeting room inquiries but at this time there is no way to book the rooms yet.
- The parking lot is being paved and the ceilings are being put in.
- The doors are coming and the furniture package went out for bids.
- Julie shared the public art that was selected (attachment B)
- New hires will go to other locations for training and system wide experience.
- The following information was shared about the collection moving process:
  - There are 1,800 boxes with 116,000 items to move
  - 5000 items do not have RFID tags and we are unsure which items those are.
  - There are still items that need to be processed
  - Items are currently housed in three locations (DN, CH, and SC) and everything will be moved to the Service Center.
  - The sorter will start sorting through the boxed items, which should take 14 days.

#### **Southern Oaks – Randy Wayland**

- The library is still in the demolition process
- The north drive is in process.
- The furniture and fixture meetings have been concluded.
- The library will look very different, everything is more modern.
- Public art meetings are currently taking place

#### **Other Construction Updates – Todd Olberding**

- Tera and Todd have met with Del City about a new library.
- Jones has come up with money for building their new library and are starting documentation.

### **Adjournment**

After no further business the meeting was adjourned at 3:45 p.m.

To: MLS Staff  
 From: Culture Survey Ad Hoc Committee  
 Date: July 28, 2011

The Metropolitan Library System's Culture Survey indicated that strengthening three areas throughout the system: staff appreciation, communication, and acceptance to change. Committees were formed to address these issues. The committees came up with suggested items to help address these issues, and the Executive and Deputy Directors formed an ad hoc culture committee to come up with an implementation plan.

| Committee          | Summary of Suggestions   | Implementation Plans  |
|--------------------|--|---|
| Staff Appreciation | Develop a standardized system for supervisors to provide special recognition to staff. Create a supervisory training series to help develop ways of recognition. | <ol style="list-style-type: none"> <li>1. Create a series for supervisors to address communication, change and recognition. These topics would help supervisors to understand how to motivate and recognize employees, why this is important, how to deal with changes, and the importance of communicating from the top down. Possible topics include:               <ul style="list-style-type: none"> <li>• Public speaking</li> <li>• Staff Recognition</li> <li>• Communication - How to use the Info Given to You</li> <li>• What's New - Exciting Things</li> <li>• Motivation &amp; Empowerment</li> <li>• Elevator Speech - 30 seconds at why you're great</li> </ul> </li> <li>2. Employees could complete recognition forms to express to his/her supervisor what types of recognition s/he likes (verbal group recognition, email, a special treat, etc.). A toolkit could be developed to give to supervisors on how to show recognition and motivate employees. This program might be called "Spotted" (a play with Spoticus). The toolkit might consist of:               <ul style="list-style-type: none"> <li>• Local giftcards/gift certificates</li> <li>• Thank you sticky notes or note cards</li> <li>• Thank you emails or ecards</li> <li>• Recognition Certificate given at staff meetings</li> <li>• You Rock Award - a "traveling" rock that is moved to each employee in an agency/department who "rocks".</li> </ul> </li> <li>3. SPOT-ting Recognition:               <ul style="list-style-type: none"> <li>• Each supervisor submits the names of "Spotted" staff and what they received recognition for to the</li> </ul> </li> </ol> |

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|-------------------------|---|---|
|                         |   | <p>Marketing department. ShelfLife will announce the Spotted recipients for additional “recognition” of staff.</p> <ul style="list-style-type: none"> <li>• At Focus, announce all of the Spotted staff that have been listed in ShelfLife to further recognize their accomplishments.</li> </ul>   |
| Communication Committee | <p>Formation of committees to focus on specific issues, discuss possible solutions and communicate general information.</p>   | <ol style="list-style-type: none"> <li>1. Create opportunities for employees in similar positions to meet &amp; discuss common concerns. The Circulation Forum began in November 2009 and the Librarians’ forum, called Connect, began in March 2011</li> <li>2. MetroU training courses on aspects of communication (how to use the information given, where to find information, communication is a two-way street)</li> <li>3. Articles in ShelfLife about communication</li> <li>4. Yearly Theme – Staff will have an opportunity to contribute ideas for a yearly theme that would be used as the theme for the staff volunteer program, FOCUS, staff recognition dinner, training opportunities, etc. By streamlining the internal programs theme, it will help build cohesive communications throughout the year and gives the whole organization something to work towards yearly.</li> </ol> |
| Change Committee        | <p>Create a “submission” system or database where staff can submit suggestions and other staff can search and review these suggestions. Answers or decisions should be responded to timely, with Administration to be notified if the department or person has not responded in 30 days. Answers or decisions should be made at the local level when possible to facilitate rapid and smooth implementation. People should be recognized for their ideas and contributions.</p> | <p>A database or ticketing “knowledge base” is being investigated. This idea of such a system would offer a place for staff to submit questions, suggestions, concerns, etc. Because of the limitation to this type of system and the different types of questions/suggestions, the submissions must go to a limited number of staff for answers. This staff will review the suggestion/idea and determine the appropriate person to respond and notify that party (similar to how Facebook questions are addressed). The status of this information would be able to be queried and viewed online by any staff. Reports can be pulled to see any open “tickets” that have not been answered.</p>   |

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|           |                        | This system can also be used to address questions received at other committees such as Tech Support, Circulation Forum, and CONNECT and keep everything consolidated into one software unit. |



# *Faducci Sculptures for Northwest Library*





## Project Narrative

The **Faducci** sculpture installation is conceived as a library and community icon symbolizing creativity and Oklahoma City's continuing commitment to the arts, history, environment, and education. Designed to represent Oklahoma state animals, it is intended to embody an appreciation of nature, while providing an atmosphere that encourages the pursuit of knowledge.

- **Physical Image:** Faducci sculptures are constructed with a steel armature covered with hand sculpted cement. Iridescent Italian glass mosaic inlaid on the sculptures reflects light in a similar manner as the glass walls of the library will. The mosaic tiles will complement the color pallet of the interior décor. The images are whimsical in design in respect to the architecture of the Northwest Library with its unusual oil derrick skylights.  
The Saurophaganax dinosaur (King of the Lizard Eaters) has books falling from its arms. These books have various state animals as bas relief images on the books (Bullfrog, Mexican-free-tailed-bat, honeybee, Scissor tailed fly catcher and black swallowtail).  
The Collarded lizard will also be set on a "concrete" rock.  
The Raccoon will be located on the entry roof.  
Lucille Mulhall, America's first cowgirl, born in Oklahoma and Wall-e (Oklahoma dog that survived euthanasia) are peering into the library window next to the outdoor seating area.
- **Dimensions:** The Collared Lizard on a cement rock will be approximately 7' long, 4' tall, and 7' deep.  
The Dinosaur on a cement rock will be approximately 12' long, 7 ½' tall and 5' deep.  
Raccoon on the entry roof will be approximately 2.5' wide, 2' tall, 2' deep  
Lisa Mulhall will be 5' tall and Wall-e will be 2'8" tall
- **Location:** Dinosaur ... left side of the entry of the library. Lizard ... right side of the entry to the library. Raccoon...above entry on suspended roof.  
Cowgirl with Dog...next to patio on street side of library.
- **History:** The Faducci sculptures will join other public art installations to commemorate significant history and nature of Oklahoma.
- **Purpose:** The Faducci sculptures will serve as a unique tribute to the natural resources and history of Oklahoma and stimulate learning about the local natural environment. The front installation will be a welcoming delightful focal point for the library entrance. The sculpture depicting Lisa Mulhall and dog is designed to engage visitors from both the interior and exterior of the library patio. The sculptures are intended to encourage library use, to touch hearts and inspire minds of library guests of all ages for generations to come.