Office Managers Roundtable
Thursday, April 12, 2018
Submitted by: Cindy Altieri, Hamden Business Manager
Host: Deidre Thomas @ Milford Public Library

1:00 Introductions

After introductions we were thrilled to have the Director Christine Angeli give us a tour of the Milford library and explained all the improvements Milford will be making to their office and patron spaces.

Items of note from Milford: their children’s programs average attendance is 50 per program.

Yearly, they have a huge Halloween Style fundraiser where they have catered food, drinks. This raises a significant amount of money for their Friends. We looked at the various layout of their staff rooms, Juvenile area, Maker Space and Friends Book store.

Discussion:

We broke into groups of three for smaller discussion. It was noted that this group is really beginning to gel and share experiences.

Topics of discussion not limited to aged staff and change management. Most of our issues mirrored that of other libraries. We discussed QuickBooks for bill paying. Another group spoke of a staff blog for quick hits to update staff communication. Each group offered different perspectives. The third group mentioned that some library practices were antiquated and needed to be updated and how difficult change could be.

Most libraries face budget cuts this year and found that their spending had to be reduced.

There was some discussion on how Libraries paid staff...whether it was paper timesheets or online timekeeping. Pros and cons of various payroll companies were briefly discussed.

A fun Origami activity was used to entertain. Great snacks and a Milford gift bag and giveaways were presented to all attendees.

In lieu of Mobilize, the CLC webpage for all roundtables offers the ability to communicate among the group membership. Use of this functionality is preferred as the other roundtables are, over time, going in this direction as well. We are one of the roundtables taking the lead in the use of the roundtable group page functionality. One of the features that members enjoyed with Mobilize, was the ability to have one’s picture. The CLC roundtable webpage provides that functionality as well. Trish Palmer will look into the steps to upload the pictures.

Next meeting: Berlin Peck Library on Wednesday, June 13th hosted by Cynthia Goode.