

**Joan Singleton**

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**Sent:** Wednesday, March 09, 2005 11:59 AM  
**To:** OLASMART@yahoogroups.com  
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SMART Notes -- News and Information from OLA's Supervisors', Managers', and Administrators' Roundtable

## SMART TIPS

Linda Talley's Success Newsletter (available at [www.lindatalley.com](http://www.lindatalley.com)) makes the point that people skills are more important in today's working environment than technical skills, educational degrees or professional achievements. Here are some of the skills we all need to maintain and practice:

1. Making people feel visible and appreciated.
2. Listening and really hearing what people are saying or not saying.
3. Practicing sincere praise and acknowledgment.
4. Staying focused on the people even when the organization is going down the tubes.
5. Being able to change your mind without resorting to blame or guilt trips.
6. Being able to say "I'm sorry" or "I've made a mistake."
7. Allowing your employees to lead as you lead them.
8. Making people right even when they're wrong.
9. Modeling for work/life balance.
10. Being congruent in everything you say and do.

FROM OUR CHAIR  
 ADMINISTRATION ROUNDTABLE ANNUAL REPORT

The Administration Round Table has been busy and productive in 2004-2005. Joan Singleton agreed to serve as Vice-Chair/Chair Elect for our group, and Pauline Boyer-Rodriguez as secretary. Julia Harmon agreed to create and edit an electronic newsletter for our group. I want to personally thank these ladies for their willingness to help. We set up an email distribution list to connect with our 80+ members. Also, every member of our RT is encouraged to attend RT meetings, especially when they are held in a town close by. Many thanks from me as Chair to everyone for their support and help as we worked this year. It has been a wonderfully enjoyable and successful year!

## Major Activities:

We established the need to meet monthly at this point in order to determine the need for the group and develop priorities. Typically we have 8-10 members at each meeting, and 14 altogether who make up our "Advisory Team."

After a review of our goals, we decided to request a name change in order to clarify our service base and broaden our participation. During this conference, we will officially request the membership

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approve the new name—SMART (Supervisors, Administrators, and Managers' Round Table).

In an effort to provide more value to our members, we are sending a monthly newsletter. Julia Harmon has done an absolutely exemplary job of developing and editing "SMART Notes."

Our nominating committee, Chaired by Pauline Rodriguez, presented a full slate of candidates for this year's election. Candidates are: Julia Harmon and Catherine Cook—VC/Chair Elect, and Linda Gens and Susan Palmer—Secretary candidates.

During the 2005 OLA Conference, we have 4 programs on the agenda, and are co-sponsors for 2 programs. Program Coordinators are Julia Harmon, Denyvetta Davis, Lynda Reynolds, Joan Singleton, and Catherine Cook.

In order to plan workshops in a meaningful manner, we developed a Survey of Learning Needs that is currently being distributed to OLA membership. Many thanks to Dana Belcher for agreeing to create the Survey Report this spring. We plan to use the results to develop a multi year approach to our workshop planning.

Paula Settoon is leading the Planning Team for the July 28, 2005 workshop on Stress Reduction. Participants should receive a new take on this important topic.

We welcome everyone's input and encourage all members to participate in the RT and welcome new members. If you are not receiving the electronic newsletter and would like to, please contact me. We do a lot of sharing and mutual support in addition to the great work we're doing.

Peggy Cook, Administration RT Chair 2004-2005

Administration RT Minutes  
February 25, 2005  
Edmond Public Library

10 am-12 pm

1. Welcome
2. Attendance: Peggy Cook, Chair, Rachel Delchamps, Catharine Cook, Wilita Larrison, Paula Settoon, Lynda Reynolds  
We all spent a moment wishing we were with Joan, who is in Paris eating truffles and listening to her daughter sing at the Opera.
3. Elections update: OLA ballots are supposed to be mailed next week
4. Program Committee Update:
  - a. Peggy shared lots of last minute details about the conference, etc.
  - b. Peggy discussed w/Rachel Butler, co chair of OLA Gold, possibilities for joint program development and reaching out to their group members.
    1. RT asked Peggy to develop a 1page flyer about RT & hand out at OLA Gold preconference if possible, welcoming them to participate
    2. Ask them to come as our guests to some meetings

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- flyer
3. List upcoming meetings/locations on this flyer
  4. Get OLA Gold liaisons attending, hearing survey results, helping develop joint program ideas due to our similar natures
  5. Good segue for their participants to become active in OLA
5. Auction Basket.
- a. We added a nice jump rope and a yoga dvd. Peggy mailed these to Joan. Plan is for 2 small baskets
  - b. Peggy needs to send Charles Brooks basket themes for the web page. Baskets will be displayed publicly for viewing in the registration area before the All Conference Reception.
6. Conference Programs:
- Our program schedule:
1. Co Sponsorship of Management Pre Conference  
Lynda will be there and assist as needed
  2. Managing Your Work Flow                      Thursday                      1:45  
Julia-coordinator  
Lynda-helper
  3. Mediation Model                                      Thursday                      3 pm  
Joan-coordinator  
Catherine-helper
  4. Boomers, X;'ers, Echoes...                      Thursday                      4:30pm  
Denyvretta-Coordinator  
Paula-helper
  5. SMART Talk    Friday                                      9:45  
Lynda-Coordinator  
Peggy-helper
  6. Fung Shui Program co-sponsor                      Friday                                      11:15  
Wayne Hanway is Coordinator  
Someone from our group!!

Coordinator:

Welcomes audience, mentions program evaluations in their packets, hands out our SMART survey, visits with speaker, makes sure everything is okay for them. Invite people to join & let them know its okay to attend SMART meetings when they are close to your location

Helper:

Counts & records attendance, includes attendance and all the program surveys completed at end of the program, and gathers our surveys to hand to Joan.

Peggy was directed to bring adequate photocopies of the survey to conference to hand out at our programs

Also, to contact Charles Brooks about getting it on the OLA web site w/an easy fill form.

7. July Workshop:

Lynda will do local arrangements and investigate food, etc.

The group convinced Peggy to appoint a workshop planning team.

Paula will head the team. Looking for additional members for this team.

Sherry has found out whom to contact at OSU about getting a local speaker to keynote.

(breaking news--Paula has found an OSU program on this topic, and is investigating further.)

Based on the # of different good books we are reading to investigate this workshop, we decided to have one section of the workshop be booktalks, with a bibliography, and participants moving from area to area so you could hear more than one.

Meeting closed with discussion of big events/issues at our libraries:

Enid--looking forward to Chautauqua May 31-June 4, it's then going to Tulsa. The theme sounded very fun. But don't ask what it is--the fill-in secretary (PC) failed to write it down!

Paula/Tulsa planning BIIIIG Renaissance Fair at the library July 9<sup>th</sup>

Peggy/Norman Public Library--successful Black History Month events

Upcoming RT Meetings:

April 29th Stillwater Public Library  
Review workshop, location, wrap up conference issues, ??  
hear about survey if available or may be May meeting

May 27th Tulsa probable location: Brookside Branch-- 46th  
& Peoria

June 17th OKC--Belle Isle?  
The last meeting before the workshop!!!!

July 28th Stillwater Public Library  
The Workshop!!

August-- At Joan's discretion!!

Thanks, everyone, for all your assistance!

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