



Administrative Team Minutes

November 14, 2012

Present:

Donna Morris	Kay Bauman	Aaron Bluitt
Patrick Williams - Chair	Lloyd Lovely	Denyveta Davis
Melody Kellogg – Guest	Lori Piccolo	Kim Terry
Michael Owens – Guest	Candace McDaniel	Jim Welch
Diane Sarantakos	Todd Olberding	Anne Fischer
Dana Morrow	Karen Marriott	

This Ad Team Meeting was held in the Downtown Library Computer Lab located on the first floor.

AD Team Meeting Summary:

Denyveta introduced the new Assistant Director of Library Operations - Mr. Aaron Bluitt to Ad Team. Denyveta also welcomed two library managers to the meeting, Michael Owens – Manager of Library Operations for Ralph Ellison Library, and Melody Kellogg – Manager of Library Operations for Edmond Library.

Meeting Chairman Patrick Williams allowed time for the Ad Team and guest managers to introduce themselves and welcomed Mr. Aaron Bluitt to the Metropolitan Library System.

Strategic Plan:

Kay Bauman led the group in an activity to help build awareness of the Strategic Plan. Individuals present at the meeting were assigned a topic to add relevant Strategic Plan entries on MyMetroLibrary. Each Ad Team Member and Managers spent the hour touring the intranet to focus on the how to contribute content to the Strategic Plan Highlights on MyMetroLibrary. The Planning Department was available to assist if help was needed.

- Current Strategic Plan Show & Tell: http://my.metrolibrary.info/drupal/strategic-plan/fy_12-15/highlights
- Previous Strategic Plan Show & Tell: http://my.metrolibrary.info/drupal/strategic-plan/fy_07-12/highlights

Meeting adjourned @ 10:35