



# Administrative Team Minutes

December 12, 2012

## Present:

Diane Sarantakos - **Chair**  
Donna Morris  
Anne Fischer  
Kay Bauman  
Patrick Williams

Lloyd Lovely  
Jim Welch  
Candace McDaniel  
Todd Olberding  
Karen Marriott

Denyvetta Davis  
Kim Terry  
Lori Piccolo  
Dana Morrow

## Guest

Heidi Port- Volunteer Coordinator

## Absent:

N/A

## NEW ITEMS:

**DVS** - Heidi Port Heidi Port recognized Ad Team members for their participation with MLS events over the past year.

The 2012 theme for Staff Volunteering was "All Stars." Heidi shared stats of individuals that volunteered at MLS events. MLS had the following:

- 222 Heart Walkers
- 179 United Way Donators
- 78 people gave for the Food Drive
- 80 people gave to the Infant Crisis Center
- 80+ people gave books & other items for the Book Sale

Heidi reported, out of 519 current volunteers, 256 of them are staff members. That is a total of 49.3% staff members both full time and part time who participate in events. She stated that many MLS staff members volunteered before they were employed. The way we interact with our current volunteers is important and great contact is the reason they continue to volunteer with the system.

The 2013 theme is "Rock On". Heidi showed the 2013 Staff Volunteer T-shirt to the Ad Team which is black with colorful lettering. The first volunteer opportunity to earn or purchase the shirts will be at the Friends Book Sale in February 2013. Concert style posters for each Staff Volunteer opportunity are being created to tie in with the 'Rock On' theme.

**MAC** – Kim presented the new animated MLS eMedia Commercial which is geared toward individuals between the ages 18 – 35 years old who typically buy eBooks instead of borrowing them from the library. The commercial was a collaboration within the Marketing department with some guidance from Kellie Delaney in Planning Services. The commercial will feature on the

MyMetrolibrary, YouTube and is scheduled to air on cable television starting Monday, December 17<sup>th</sup> until January 18<sup>th</sup> on the following channels: TNT, FX, Comedy Central, Cartoon Network, Bravo, USA and TBS. The commercial is scheduled to run until January 31<sup>st</sup> on CW and Fox 25.

## **REPORTS**

**Finance & Support** – Lloyd announced payroll is scheduled to run Friday, December 28<sup>th</sup>.

**Information Technology** – *There were no new reports.*

**Development** – *There were no new reports.*

**Facilities Maintenance** – Patrick announced the boiler was replaced at the Midwest City Library. He explained the Downtown Library was cooler than normal last week due to the automatic steam power going out which has since been fixed.

**Human Resources** – Lori and Elizabeth is scheduled to attend the Manager's Meeting this month to discuss prescreens, references, hiring timelines and Taleo training that will help assist the managers.

**MAC** – Kim will post the commercial time schedule on the Intranet for those who are interested.

**Materials & Outreach** – *There were no new reports.*

**Outreach** – Dana expressed her delight to be involved with the Arts Council of Oklahoma City's Assessment. The Winter Read Fest flyer is now available.

**Library Operations & Planning** – Kay attended the Connect Forum for Librarians. She discussed the panel that was offered and group discussions that took place and indicated that minutes will be posted on the intranet.

The new Strategic Plan brochure is now complete. Kay is in the process of preparing a final report for the 2007-2012 Strategic Plan to distribute to Commissioners during their next Commission meeting, January 17<sup>th</sup>. She plans to have sessions with supervisors demonstrating the importance of implementing the Strategic Plan into daily activities.

Kay asked "What actions do you take in order to connect visitors to library resources?" This question began a short discussion amongst the Ad Team which included the Strategic Plan and its importance. She stated the MLS mission statement and added, "We connect visitors with the library, and sometimes it's a great idea to reflect."

**Library Operations** – Denyveta stated that Aaron is supervising the extension libraries and serving as the interim manager of the Village Library.

MLS managers will review their suggestions/action items for LO to "Start, Stop, or Continue" at the December MLO meeting. Denyveta will consider their suggestions in planning future LO actions/activities.

**Library Operations (Headquarters)** – Candace announced there were over 400 visitors at the Downtown Library Open House this year. She is thinking of new ideas to receive more participation next year.

**Construction Management** – The Capitol Hill advertisement for architects was placed in the Journal Record.

Todd is working on Almonte Library construction. The date to move in materials for Almonte Library is scheduled for January 21, 2013. He stated that they are framing the walls and rearranging shelves in appropriate areas.

Todd is still waiting on site locations for Del City. He will meet with the City of Edmond next week to discuss parking for the Edmond Library.

**Administration / Commission** – Donna spoke with the City of Oklahoma City concerning the Almonte Library. A reception is scheduled to take place in lieu of the traditional ribbon cutting ceremony for the Almonte Library grand opening.

The Commission meeting is cancelled this month due to no action items. The next Commission meeting is January 17, 2013 at the Ralph Ellison Library. The Nominating Committee is going to give a report for the Commission meeting in January.

Donna stated that many are taking off during this holiday season and asked fellow Ad Team members to make sure that there is someone available in each department.

**Meeting adjourned @ 10:35**  
**The December 26<sup>th</sup> 2012 Ad Team Meeting is Cancelled**