

**Metropolitan Library System**  
Oklahoma County Oklahoma  
**Ad Team Minutes**  
**January 8, 2003**

**Present:**

Kay Bauman, chair	Don Updegrove	Karen Marriott
Ernestine Clark	Denyveta Davis	Anne Hsieh
Jim Welch	Ric Rea	Todd Olberding
Donna Morris	Anne Fischer	
Scott Carter	Dana Morrow	

**Absent:**

Judy Walden

**CURRENT ITEMS**

Ernestine indicated that on April 12 at 7:30 there will be an Endowment Trust author dinner--Dave Barry. The Mayor and Commissioners are invited and she asked the Ad Team to put it in their calendars. The cost for this is \$75.00, \$40 of the ticket is tax deductible.

Ric brought various changes to section 8 of the P & P. The changes are minor and will be taken to the A & P committee meeting later in January and then to the full Commission in February or March.

There will be reception for Donna on February 13.

Ann Aliotta is back at Edmond and the Ralph Ellison librarians are rotating being 'in charge'.

Booksale is February 21 (Friday night for members) then 22, & 23.

Todd indicated tours for the staff who will be in the new Downtown building will take place around the end of February. The rest of the staff will be offered a tour after the building has been accepted by MLS but prior to the building opening to the public.

Ernestine is arranging tours for potential donors.

The Choctaw building is making progress though weather may cause delays.

Customers seem to enjoy seeing the Elvis impersonator during Elvis week.

**Action Items:**

Kay will send to Karen a copy of the procedures for updating P & P.

Donna, Judy and Ric will develop guidelines or a checklist to assist staff with issues related to the Patriot Act.

Donna will consider a budget retreat for the Ad Team.

Anne H. will draft suggestions by January 31 for what reports need to be taken to the Commission from the Pension board.

The AdTeam is to have their updated Strategic Plans for review at next meeting. Copies should be made for distribution to all.

***Note: Ad Team will meet at 8:30 January 22, 2003.***

KLB

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**January 22, 2003**

**Present:**

Kay Bauman, Chair  
Ernestine Clark  
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Donna Morris  
Scott Carter

Don Updegrove  
Denyvetta Davis  
Ric Rea  
Dana Morrow

Karen Marriott  
Anne Hsieh  
Todd Olberding  
Judy Walden

**Absent:**

Anne Fischer

**CURRENT ITEMS**

Kay handed out a summary of updates received for the Strategic Plan. She will e-mail a copy to the adteam. The Strategic Plan will be presented to the MLC in February or March.

Todd suggests that we use September as a "moving date" in our planning process. This will be a topic for the adteam retreat.

Jimmy gave a Power Point demonstration including maps of customers and usage by library locations.

Mary Strasner provided a flyer on Dr. Suess' birthday, which will be celebrated on March 3, 2003 at the downtown library.

Donna reviewed the agenda for the Finance Committee Meeting on February 11, 2003. Some items of discussion were the Annual report value of MLS services, a spreadsheet on cost per person for programs, return on investment, explanations are needed for downtown, Ralph Ellison and the extensions, services provided to customers that aren't paying millage, Spencer and Midwest City need to be addressed. Donna will meet with Jimmy next week and bring suggestions to the next adteam meeting. In May, Scott will provide the costs associated with PR.

Ric reviewed Policy & Procedures section X- no changes were made. Kay has a spreadsheet showing reviewed date and revision date of Policy and Procedures.

Anne is compiling a report on the savings from not opening the downtown library as scheduled. When budgets are done, include an estimate of what can be carried over into next year.

**Action Items:**

Kay will e-mail a copy of the updated Strategic Plan to the adteam. She will present the Strategic Plan update to the commission in February or March.

Donna will meet with Jimmy next week and bring suggestions to the next adteam meeting.

In May, Scott will provide the costs associated with PR.

When budgets are done, include an estimate of what can be carried over into next year.

ML