

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
February 5, 2003

Present:

Judy Walden, Chair	Don Updegrove	Karen Marriott
Ernestine Clark	Denyvetta Davis	Anne Fischer
Jim Welch	Ric Rea	Todd Olberding
Donna Morris	Dana Morrow	

Absent:

Anne Hsieh	Kay Bauman	Scott Carter
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CURRENT ITEMS

Ric discussed sick leave on appraisals. The decision reached by ad team is to remove sick leave from the standards on appraisals. This will become effective July 1, 2003. Employees will not be rated on sick leave. Judy will draft a statement for employees to sign noting this change.

The ad team retreat will be March 12th at Belle Isle Library. Items on the agenda will include the preliminary budget, logistics and mind mapping for the downtown library move. Kay will bring a video by Connie Odesta – How to be the Person Successful Companies Fight to Keep. Box lunches will be served.

Karen reported that Materials Services has applied for an ODL grant for Hispanic Materials for \$18,000-\$19,000.

Public Services Council will meet to discuss Spencer. Provide Judy with possible meeting dates by 5:00 pm today.

A list of room names by room number needs to be provided to automation for scheduling rooms at the new downtown library. Rooms will be scheduled according to room number. Donna & Todd met last with J & B Graphic to begin the process of determining “Way Signage” needs for the Downtown Library. Several member of the signage committee will meet over the next few weeks to review this work. When completed, a list will be presented. This information will be integrated with the Room Scheduling Program.

Stuffed bags should be provided to Drexel customers the last week that Drexel is open. Judy will handle.

Ralph Ellison, a Biography by Denyveta Davis and Bob Burke has been nominated for a Pulitzer Prize by the Oklahoma Heritage Association! Way to go Denyveta!

Action Items:

1 - Judy will draft a statement for employees to sign noting the removal of attendance ratings on appraisals.

2 - Public Services Committee may need to meet to discuss Spencer.

3 - A list of room names by room number needs to be provided to automation for scheduling rooms at the new downtown library.

4 - Judy will arrange for stuffed bags to be provided to Drexel customers the last week that Drexel is open.

ML

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
February 19, 2003
DRAFT

Present:

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

Absent:

CURRENT ITEMS

The registration deadline for ALA is February 22, 2003. Ad team members will pay online with individual credit cards in order to get the best rate on registration.

Donna encouraged attendance in OLA which will be held in Oklahoma City March 26th - March 29th.

Scott provided a draft of the new brochure for the summer reading program, "Dig It! @ the Library". This booklet will include all paperwork related to the program.

The Oklahoma Center for the Book will be March 8th, 2003 at the Petroleum Club. Scott will call Linda Carlisle today to see who all is attending.

Ernestine reported that there would be 350 tickets available for the Dave Barry Author Dinner on April 12th, 2003.

Donna reported that Urban Libraries Council is offering education grants of \$25,000 to be used for educating the next generation of librarians. She will respond to the e-mail.

Dana reported that the statistical analysis of programs shows that the computer technicians are meeting the need for computer assistance. Computer training programs will be eliminated.

The calendar and action items were discussed.

Action Items:

- 1 - Scott will send bullet points for use at the literacy booth at the book sale.
- 2 - Scott will call Linda Carlisle today to see who all is attending the Oklahoma Book Awards.
- 3 - The ad team retreat will be held on March 12th at Belle Isle beginning at 8:00am. Sandwich orders were taken.
- 4 - Tours for the new Downtown Library & Learning Center has been approved. Scheduling will begin soon.
- 5 - Anne Fischer and Jim Welch will be installing the meeting room booking program on computers in PLA, PSA and DN today.
- 6 - Support Services department will be eliminated. Todd will continue to report to Donna. Fran will report to Judy in PSA. The ad team agenda template should be updated.
- 7 - Judy reported that Drexel is on schedule for closing. Mail for Drexel will be forwarded to Denyveta. Ruth has updated reserve pick up locations and is handing out a letter to customers as they come in.

ML