

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
March 19, 2003

Present:

Ernestine Clark, Chair	Don Updegrove	Judy Walden
Donna Morris	Kay Bauman	Anne Fischer
Jim Welch	Ric Rea	Todd Olberding
Anne Hsieh	Scott Carter	

Absent:

Denyveta Davis	Dana Morrow	Karen Marriott
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CURRENT ITEMS

Ric handed out a summary of the Workers Compensation report. Safety Committee evaluations were discussed. Safety training for the next several months should focus on carpal tunnel syndrome. Judy will view a video that was discussed which may become the required safety training for the next quarter. Scott mentioned a bill that gives companies a 10% break in workers compensation rate if the company provides safety training. He will verify that no changes have been made to the bill.

Anne Fischer said that the safety committee will send a memo out about the additional 30 minutes of safety training required when returning to duty after an injury. This training needs to be relevant to the specific injury.

Flat Keithen was introduced as a special guest.

Ernestine reported that over 200 tickets have been sold to the Dave Barry dinner. A news release for Lee Brawner will be out next week.

Ad team took a break to visit the Kapoot program on the 3rd floor.

Anne has given Donna a list of recommendations from the safety committee regarding actions during the event of a disaster. A chain of command of at least 5 people per library needs to be established. Donna will send e-mail providing guidelines to use in case of a disaster, using the increment weather guidelines.

Donna has received a letter from the city about the economic development plan. She will check with Hugh Rice about representation on the committee.

Donna and Judy will set up meetings with ad team members to discuss the budget. Public Services Committee meets 4-01-03 at Belle Isle.

The calendar and action items were discussed.

The Benefits Fair will be June 26th at St. Luke's. Most benefit (service) providers will have representatives available to answer questions from employees. Arrangements are being made to have blood pressure, glucose and cholesterol levels checked. All library staff is invited.

Automation will ask approval to purchase the NonStop system at the June commission meeting for installation in September possibly in Capitol Hill. After June 30th the old technology of GUI Mars will not be available. Also, the text-based dial-up service will be discontinued. Automation will draft letters to users since Jan. 1, 2003. New computers are being received with Windows XP on them. Office XP will be installed on them.

Anne Fischer is on the OLTN committee and asked for participation at the forums April 16 & 17th at ODL.

Judy passed around a Community Service Awards brochure featuring Dana Morrow as an honoree.

Scott reported that the OLA Marketing Committee will present "Read Y'all" posters. PR is producing 2 videos for the recruitment committee and are working on a summer reading spot.

Action Items:

- 1 - Judy will view a video that was discussed which may become the required safety training for the next quarter.
- 2 - Scott will verify that no changes have been made to the bill regarding workers compensation.
- 3 - Donna will e-mail library managers about compiling a list of 5 people responsible in case of a disaster.
- 4 - Donna will send an e-mail providing guidelines to use in the event of a disaster, using the increment weather guidelines.
- 5 - Donna will check with Hugh Rice about representation on the committee regarding an economic development plan.
- 6 - Donna and Judy will set up meetings with ad team members to discuss the budget.

7 - Automation will ask for approval to purchase the new NonStop sytem at the June commission meeting.

8 - Automation will draft letters to users of the old technology of GUI Mars and the dial-up service notifying them that this technology will no longer be available.

9 - PR is producing 2 videos for the recruitment committee and are working on a summer reading spot.

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