

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
April 2, 2003

Present:

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

Absent:

CURRENT ITEMS

Judy handed out a draft of MLS Safety Rules. She explained this as an effort to combine the safety rules into one document and recommended adding the parts that are highlighted in blue. Judy will e-mail this document to ad team members for their review and comments. She will then get with Ric to verify that legal requirements are being met. Scott will check the language. After final updates, the policy review committee will look at it before being brought back to the ad team. It will then be posted on the Intranet.

Scott did a presentation of the "Read Y'all" Literacy Campaign. He will provide bullet points this afternoon about the campaign.

The calendar was reviewed and action items were updated.

Planning is reviewing the structure of our website and our Intranet to determine ways to aid customers in locating the material.

Donna discussed the MLC Public Services Committee meeting yesterday. She will talk with Judy and Denyvetta about a timeline for closing Spencer. The Friends of MLS were presented the Citizens Recognition Award from Oklahoma Library Association on Friday night. Donna received the Outstanding OU Alumni Award on Thursday night.

Ric and Ernestine attended the Friends board meeting last night. The Friends Coordinator position will be advertised.

Anne Hsieh said that the inventory is almost done. They are trying to sell the bookmobile trailer and 3 Xerox copiers.

Ernestine reminded everyone that Friends Grants are due by the end of April. The ballets for booksale chair will be coming out soon.

Todd said installation on the DNL&LC panels would begin on Monday. This would make a projected completion date around November 2003. Choctaw is on schedule for completion in October 2003.

Dana has a schedule for Metro Tech offering free computer training. A \$20. book purchase is required. She will provide the information to planning. Five radio personalities have been lined up for the summer reading program. We are already participating and have been for some time in the Early Childhood Success Initiative encouraged by the Urban Libraries Council and the National League of Cities. A Senior Summer Reading Program is now being planned for the 2004 winter season.

Denyveta reported on the extension specialists meeting. She attended the Choctaw open house and passed around pictures from Choctaw and an article about the Ralph Ellison library.

Scott reported that the summer reading program would include a contest to name the Dalmatian. The bus wrap contract is up for renewal, PR is working on a new design. The latest preview showing of the movie "Holes" was a great success.

Action Items:

1 - Judy will e-mail the draft of MLS Safety Rules to ad team members for their review and comments. She will then get with Ric to verify that legal requirements are being met. Scott will check the language. After final updates, the policy review committee will look at it before being brought back to the ad team. It will then be posted on the Intranet.

2 - Scott will provide bullet points this afternoon about the "Read Y'all" Literacy Campaign.

3 - Planning is reviewing the structure of our website and our Intranet to determine ways to aid customers in locating the material.

4 - Donna will meet with Judy and Denyveta about a timeline for closing Spencer.

5 - Dana will provide the schedule for Metro Tech's free computer training to planning.

ML

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
April 16, 2003

Present:

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

Absent:

Kay Bauman

CURRENT ITEMS

Anne Hsieh handed out a payroll guide for cash and noncash compensation. She noted that staff gift certificates are taxable and must go through payroll. This applies to employees only, not others.

The calendar was reviewed. Denyvetta talked with Journey House and notified ad team members that if ALA is canceled, a future reservation must be made by the end of the day of departure in order to keep from losing money.

Action items were discussed and updated.

Donna said that a letter has been sent the city of Spencer about closing the library there. Four MLC commissioners are coming up for re-appointment. Donna will visit with them about their plans. She and Lori Kane are working on a letter to send to the mayors for re-appointments.

Ric mentioned that HIPPA Privacy Regulations are now applicable for most medical providers and insurance plans. The library's plan must come into compliance by April 2004 because of its small size. Individuals should begin noticing changes at their doctor's offices, pharmacies and hospitals effective immediately.

Ernestine expressed her thanks for her staff and to all others who helped to make the Dave Barry author dinner go so smoothly. She said that it was a magical evening.

Todd discussed the status of Choctaw and said that a Choctaw grand opening committee needs to be formed. He is working on the RPF for compact shelving and security for the DNL&LC.

Dana handed out a brochure for Success by Six and Early Literacy Team. She gave many kudos to Jeanne Devlin for her talents and ability to create such fantastic brochures.

Denyveta attended the Medieval Fair and said that lots of staff were there dressed up and enjoying the festivities.

Action Items:

1 - A Choctaw grand opening committee needs to be formed.

ML

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
April 30, 2003

Present:

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

Absent:

Denyveta Davis	Scott Carter
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CURRENT ITEMS

The calendar was reviewed. Donna notified everyone of the May 18th Grand Opening of the Hardesty Regional Library in Tulsa. She and Todd will be attending.

There is still no change in the ALA Conference schedule. Planning to attend are: Judy, Karen, Dana, Denyveta, Ernestine, a Friends' representative, Donna, Phil, and Pauline.

Action items were discussed and updated.

Judy will write up a statement regarding manager's authority and empowerment regarding handling temperature issues at all locations. This will be sent to Donna for approval.

An additional ad team meeting was scheduled for May 21st at 9:15 to discuss Friends grant applications.

Action Items:

1 - Judy will write up a statement regarding manager's authority and empowerment regarding handling temperature issues at all locations.

ML