

**Metropolitan Library System**  
Oklahoma County Oklahoma  
**Ad Team Minutes**  
**May 14, 2003**

**Present:**

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

**Absent:**

Donna Morris	Anne Fischer	Jim Welch
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**CURRENT ITEMS**

Judy handed out a draft of updated safety rules and administrative procedures. Scott will handle rewording for the final draft.

Scott showed the poster for the teen summer reading program and played the TV spots for the summer reading program "Dig It". These spots will begin running now through June 30<sup>th</sup>. He also passed around brochures and sign up packets for the summer reading program.

Dana said that the Blood Hag presentation last night at Southern Oaks was well received. Carl's Jr. provided burgers for the crowd of 200.

The calendar was reviewed.

Action items were discussed and updated.

Kay said that Mike Miller is tallying the results for the on-line survey and thanked everyone for their participation.

Scott discussed the letter delivered to the Choctaw City Commission meeting last night regarding the possible selling of 2 lots which are next to the new library site. Anne Hsieh suggested that the original proposal for the bond issue be reviewed to see if that area was stated to be a park area.

Ric reminded ad team members that if they should come in contact with any knowledge of an employees application for a different job, that knowledge should be treated with confidentiality.

Ernestine Clark noted that Friends of the Library May 23 Annual Meeting will include several long-ago Friends' Presidents and spouses who will

reminisce about early days of Friends. Additionally, information about a 1940's Friends of the Carnegie Library group will be presented. Grants will be reviewed at the special ad team meeting next Wednesday at 9:15. Jo Duncan will be representing the Friends Coordinator.

Todd discussed the DNL&LC panel issue and said that the replacement panels have not been ordered. There will be an 8-12 week turn around timeframe once the order has been placed. Choctaw is on scheduled for November. Donna will put together a grand opening committee.

Dana passed around the summer reading bags and Read-to-me guidelines and Dig It @ the Library brochures that are provided by ODL. Thursday, August 7<sup>th</sup> is scheduled as Library Night at the Ballpark. Dana has been invited to do a presentation at ALA in Toronto on Senior Services.

Denyvetta shared a newspaper article on the May 2<sup>nd</sup> dedication of a Ralph Ellison memorial statue in New York near where he lived. Bill Cosby and his wife were in attendance, as well as, Ralph Ellison's wife.

In discussion about the Managers Meeting agenda next week, it was decided that Roy would present the revised interview forms to the X-Change meeting for a larger audience.

Scott has a brochure about Hispanic services currently at the printer. PR is working on combining forms for new library customers combining 5 forms into 1.

Family Place brochures are being updated and will be reprinted soon.

**Action Items:**

1 - Scott will handle rewording for the final draft of updated safety rules and administrative procedures.

ML

**Metropolitan Library System**  
Oklahoma County Oklahoma  
**Ad Team Minutes**  
**May 21, 2003**

**Present:**

Denyveta 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**

Denyveta called the meeting to order. The Friends Treasurer, Kim Bishop, reported to Interim Friends Coordinator Jo Duncan that she believed approximately \$125,000 would be available for the Friends to give back in grants to MLS.

Ernestine explained the process and discussion began. All grants were reviewed and discussed. Some items of discussion included the funding year. Many grants extend past the April 30<sup>th</sup> Friends' fiscal year-end. A written evaluation is due within 30 days of the end of the project. If postage is significant, it needs to be noted on the grant. The status of all grants should be relayed to the grant writer as soon as final decisions are made, as well as any special instructions or conditions.

Donna and Scott will write a proposal for outside signage system wide.

Judy opened discussion on the proposed revised meeting room policy. Establishing variable fees by room was discussed. The Downtown Library & Learning Center fees should be more in line with the room size and facilities. Donna will review the lease with the Consortium.

**Action Items:**

- 1 - Donna and Scott will write a proposal for outside signage system wide.
- 2 - Donna will review the lease with the Consortium.

ML