

Metropolitan Library System
Oklahoma County Oklahoma

Ad Team Minutes
June 4, 2003

Present:

Anne Hsieh, chair	Don Updegrove	Judy Walden
Scott Carter	Karen Marriott	Kay Bauman
Ernestine Clark	Dana Morrow	
Denyveta Davis	Todd Olberding	

Absent:

Ric Rea	Jimmy Welch
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CURRENT ITEMS

Development

- Working on a brochure for what folks can help with in donations for the DN & LLC.
- The Endowment will fund a microfiche/film for the new DN library.

Construction

- A settlement has been reached regarding the panels on the DN library. Donna hasn't heard from the attorney or city yet.
- Having the café open on the first day of the new DN library is not a top priority.
- Choctaw's roof is on.
- The City council would like for the 3 lots to the west of the library to remain a park. Our attorney is working with the city of Choctaw on this.
- The Choctaw grand opening committee has met.

Outreach

- LaVetta and Heidi went out to be with the new librarians on the first day of summer reading program.
- Heidi says that the attendance at the teen Salsa program included several males.
- Dana would love to have the Ad Team come see the Come Read With Me program in July.

Branch Services

- Ready to move the materials out of Spencer. Discussion of the selling and moving of the bookmobile. Denyveta has received no customer complaints regarding the Spencer closure.

Public Relations

- November 13 at 2:00 is the tentative date for the Choctaw grand opening. There will also be a reception at 6:00 on November 10.
- October 25 is the Staff Recognition Dinner.
- The Daily Oklahoman is working on a article about services to Hispanics.
- Library Card Day - show your library card at the Sam Noble Museum and get in free.
- Library Night at the Movies will be June 21 showing Sinbad.
- Name that Dog contest has received over 5,000 entries so far. Planning Services can assist with the count.
- Borden milk is the official sponsor of the Summer Reading program and will provide milk and Krispy Kreme doughnuts to kids. Borden will provide the goodies at a total of 7 libraries throughout the summer.

Planning

- Tip sheet on tracking changes in Word and will be placed on the Intranet.
- Quarterly Planning newsletter is coming soon.
- Details of the Focus 2003 coming soon.
- We are considering a service for conducting surveys via the Internet.

Commission

- Pam Pung has been reappointed but have not yet heard on the others.
- ODL's budget is finalized and the database funding has been preserved.
- Donna sent a letter of thank you to Debbie Blackburn who in turn expressed appreciation of the thanks. Donna reminded us that when we have the opportunity to thank legislators we need to do so.
- The artwork at Choctaw has been approved and the Guild really likes it.

Materials Services

- They are in their end-of-the year processes.
- The Hispanic grant money is all encumbered. Some of the materials have begun coming in.

Maintenance

- They are helping save money. For example, installed a new paper towel holders that will help with the expense of paper towels. In addition, Don has found someone that is able to repair the sidewalks and replacing lights to those that are more energy efficient.

Dates to remember:

- April 17, 2004 is the next Endowment Author Dinner at the Quail Creek Country Club

- Friends Annual Training meeting will be July 17, 7:00 DN. They will have food and Ernestine said it would be really great for Ad Team members to attend.

KB