

Metropolitan Library System
Oklahoma County Oklahoma

Ad Team Minutes
July 9, 2003

Present:

Karen Marriott, chair	Don Updegrove	Judy Walden
Scott Carter	Jimmy Welch	Kay Bauman
Ernestine Clark	Dana Morrow	Ric Rea
Denyvetta Davis	Todd Olberding	Donna Morris

Absent:

Anne Hsieh	Anne Fischer
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CURRENT ITEMS

Possible expansion of Nicoma Park Library:

Donna referenced a letter from the Mayor of Nicoma Park indicating that the city is in the process of purchasing the Faith Community Church building and plans to relocate the community center there. He asks if the library system would want the space currently used by the community center for library use. Donna stated that the library would gain approximately 1219 sq. ft., making the total library space around 2400 sq. ft. Currently, the library pays one half of the electric and gas bills which average \$150.00 and \$70.00 respectively. The increase in cost to the library system for utilities would be about \$1500.00 per year. Donna proposed adding the space to be used initially for library programs and meetings. She does not anticipate moving materials and computers into this space in the near future, although this might be an option later. She noted the space would need new carpet and paint. Discussion followed. The Ad Team agreed with the recommendation. Don noted the need to clean or replace ceiling tile. At Todd's suggestion, possible improvements to the parking lot will be investigated with the city.

STANDING ITEMS

Review calendar:

Library Night at the Ballpark will be Thursday, August 7. The Finance Committee is tentatively scheduled to meet on Wednesday, August 20, 3:30 p.m., Belle Isle Library.

Review progress on action items:

This review was postponed until the next meeting.

The next meeting will be July 23 at 9:15 a.m.

**Metropolitan Library System
of Oklahoma County**

**Ad Team Minutes
July 23, 2003**

Present:

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

Absent:

Scott Carter	Denyvetta Davis	Kay Bauman
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CURRENT ITEMS

Anne Fischer handed out information about and explained Spyware. What is it? Spyware is Internet jargon for Advertising Supported software. It is a way for shareware authors to make money from a product, other than by selling it to the users. How does it get on your computer? Once you have downloaded any free software, you automatically have downloaded spyware. From that moment on it will track any and everything you do while on the Internet. Everytime you download something that is "free", a spyware company is tracking the download. Once this happens, you will constantly receive pop-ups while browsing the Internet. Spyware also causes software to run improperly, and slows the computer down. Not only the personal computer, but the main system is effected drastically. To prevent problems like this in the future, it is imperative that all employees refrain from downloading any software onto any system computer. If you are having problems with your computer, please call Automation. Anne also suggested that we follow the same advice for home PC's.

Action items were discussed and updated.

REPORTS

LIBRARY COMMISSION - Donna commented that people who did not receive *Friends* grants need to be notified prior to announcing the grant awards.

Donna said an MLS student from OU will be interning for 12 weeks with the library system to learn "hands on" library administration. Donna handed out a draft schedule for the intern to spend time with each department/director. This will begin at the end of August. She will be here two days a week, 4 1/2 hours at a time. She asked the Ad Team to review the schedule that was handed out, and e-mail her with any thoughts or changes.

HUMAN RESOURCES - Ric notified that the *Help Manual* is now available online on the Intranet. It is a good resource for all public service employees.

Planning is in the process of working on a structured workshop to focus on a new supervisor's needs. This would be Ideal for new library managers, and new departmental managers.

FINANCE - Anne Hsieh stated the auditing process is in progress. The auditors may be conducting interviews with various people. This is standard procedure.

She is also starting work on the Final Budget for FY 2003-2004. Final Budget and data requests need to be in Donna's office for approval by August 7th. These will then be forwarded to Anne by August 8th.

DEVELOPMENT - Ernestine stated that Karen Marriott would be speaking at the Endowment Trust meeting on Thursday, July 24, 2003. In addition, the Endowment Trust Author Dinner will be held on April 17, 2004 at Quail Creek Country Club. The guest speaker will be Author Fanny Flagg. Notification will be sent out early for everyone to reserve his or her seats. The Country Club will seat 450 people, as opposed to 350 people last year. Ticket cost will also be going up from last year.

CONSTRUCTION MANAGEMENT - Todd stated that Luther signed the contract for purchase of the building. The City of Luther has established a building committee and the first meeting was scheduled for Friday July 25, 2003. Attending will be Donna, Judy, and Todd. The tentative closing date is the first week of September, with plans to open by November 1st.

The Choctaw roofing problem has been resolved. The library opening has been delayed about a month. He will know more Friday after his meeting with the contractor and the architect.

The Downtown Library & Learning Center should be substantially complete by December 31st, except for the finishing touches. Communication and cooperation between architects, contractors, city, and the library has improved.

OUTREACH - Dana said that Anita was on KTLR Radio with the *45 and Better* show, hosted by Shirley Mears. She will be on again October 17th to talk about Books By Mail, Book Centers, and various activities and programs for seniors in the system. *Come Read With Me* is winding up. They have been in the parks, and the participation numbers have been good. They are working on the Early Learning Grant. The Summer Reading Program is doing great.

IT/AUTOMATION - Jim mentioned that the bid on Choctaw's wiring will begin in about three weeks.

PUBLIC SERVICES - Judy commented that the events committee will be getting started again soon.

Library night @ the ballpark will be August 7th.

MATERIAL SERVICES - Karen stated that the number of volumes in stacks has risen from 8,000 to 30,000 items.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
11	16-Apr	Donna	Decide on a Choctaw Grand Opening Committee	Completed
12	30-Apr	Judy	Write up a statement regarding manager's authority & empowerment regarding handling temperature issues at all locations.	Completed
13	21-May	Donna, Scott	Write a proposal for outside signage system wide. Including plans for a new Village Library sign which has been funded by the Friends.	On Hold- Need to come up with design with J & B Graphics.
15	28-May	Dana	Donna chose September for the month to bring Early Childhood Development video to the Commission and have John Rex and Marlo Nash on site to talk about Early Literacy. Dana will follow-up.	Updated
16	23-July	Donna	Give Anne H. Final Budget changes for Planning by August 8 th .	Updated
NEW	23-July	Judy, Karen	Work on a layout for shelving capacities at Luther	