

**Metropolitan Library System
of Oklahoma County**

**Ad Team Minutes
August 6, 2003**

Present:

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

Absent:

Dana Morrow	Denyvetta Davis
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CURRENT ITEMS

The final review of policies in process, including Safety Rules, Grant Guidelines, etc. was delayed until the next Ad Team meeting.

CIPA-Children's Internet Protection Act was discussed. Information from the ALA website was handed out regarding CIPA Legal Facts & Questions. Donna will get a letter to Bill Comstock for him to review our policy again in light of the Supreme Court ruling upholding CIPA.

Calendar was reviewed.

Action items were discussed and updated.

Furniture Storage for new DN L&LC was discussed.

REPORTS

HUMAN RESOURCES - Ric commented that there has been a large increase in the number of employment applications received.

FINANCE - Anne Hsieh is continuing work on the Final Budget. Once everything is finalized, it will be posted on the Intranet. She also expressed a concern that the display policy may need to be reviewed for some possible changes, due to a recent accident at one of the libraries.

DEVELOPMENT - Ernestine reported there have been record numbers of teen volunteer participants this summer. Friends of the Library had a booksale kick-off meeting at the home of Library Commissioner Shirley Pritchett. Heidi Port interviewed teens at Cox Cable on books they have read. Debra, Donna, and Ernestine are finishing up on a grant for naming rights in the children's area at the new DN L&LC, that is due the week of August 11th.

CONSTRUCTION MANAGEMENT - Todd gave updates on the DN L&LC and the CT Library. It was also reported that the Luther project was moving forward with an opening date tentatively set for late October. Anne Fischer is working on securing internet service. Denyveta Davis was appointed to chair the "Luther Grand Opening Committee".

MARKETING AND COMMUNICATIONS - Scott Carter commented that the summer reading statistics are up from last year. He will announce the final numbers once he receives them. The Name the Library Dalmatian contest was narrowed down to the top ten names, and for the last couple of weeks, people have been placing their votes for their favorite finalist. The winner will be announced during opening ceremonies at Library Night @ the ballpark on August 7th.

PLANNING - Kay stated that the new Meeting Room Manager program will go into effect Monday, August 11th.

MAINTENANCE - Don stated that the CT air conditioner has been repaired. The Library System has had an increase in false fire alarms. This is a minor problem that can be corrected, with the help of our employees.

MATERIAL SERVICES - Karen handed out a chart reflecting statistics of the DN Library's collection. Inventory has increased approximately 98% and circulation has increased approximately 101% since FY 2000.

LIBRARY COMMISSION - Donna commented that she and Ernestine took the Friends and Booksale chairs to lunch a couple of weeks ago. Denyveta and Angie Paeltz will chair the grand opening of the Luther library around the end of October or beginning of November. She also commented that she will be on vacation the week of August 11th. Jim Welch and Judy Walden will be in charge.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
8	03/19/03	Scott	Verify that no changes have been made to the bill regarding workers' compensation <i>Workers Comp. Clerk has been contacted, waiting on information.</i>	<i>Updated 08/06/03</i>
16	07/23/03	Donna	Give Anne H. Final Budget changes for Planning by August 8 th . <i>Donna has yet to receive any Final Budget changes.</i>	<i>Updated 08/06/03</i>
<i>NEW</i>	08/06/03	Donna	Status of OKC Capital Projects	<i>Donna to confirm status of funding.</i>

**Metropolitan Library System
of Oklahoma County**

**Ad Team Minutes
August 20, 2003**

Present:

Dana Morrow, Chair	Judy Walden	Karen Marriott
Anne Hsieh	Denyveta Davis	Kay Bauman
Todd Olberding	Scott Carter	Ric Rea

Absent:

Donna Morris	Jim Welch	Anne Fischer
Don Updegrave	Ernestine Clark	

CURRENT ITEMS

New State Law on Smoking, effective September 1, 2003. Ric handed out information on the new law and briefly explained how it will effect the Library System. The new law restricts smoking within twenty-five feet of the entrance or exit of any building, or portion thereof, owned or operated by a county or municipal government. Therefore, the Library System must do the following to prevent smoking: Post signs at entrances stating that smoking is prohibited and ask smokers to refrain from smoking, upon observation of anyone violating the provisions of the act. Ric will e-mail and notify all correspondents with information on the new smoking law.

Customer Appreciation month is coming up in October. Denyveta asked for any comments and suggestions anyone might have for appreciating internal as well as external customers. Scott proposed the idea of the Ad Team switching roles for a day with internal customers. The Ad Team favored the idea and will discuss the proposed idea with Donna.

Action items were discussed and updated.

REPORTS

OUTREACH SERVICES - Dana commented that Actor Hank Finken as "Johnny Appleseed" will be coming in October. Also coming in October will be the classical guitarist, Brad Richter. The group "Harmonia" will be coming in November.

PUBLIC SERVICES - Judy provided updated information on Luther. Target date to be open to the public is October 22nd. Shelving issues were also discussed.

MARKETING AND COMMUNICATIONS - Scott stated *The Oklahoman* has changed editors for the *Today* section. The new editor is Kathryn McNutt. *The Oklahoman* has commented that they will be featuring the Library System in the *Today* section on

a regular basis. Reporter Karen Clinka for *The Oklahoman* will be attending Commission Meetings. Scott will e-mail the Ad Team with any further information.

Summer Reading Stats were handed out.

Doug & Scott have been working with Jay Lake of the Blazers for a possible "Library Night @ the Blazers".

Scott announced the winning name for the Library Dalmatian - *Spoticus*, which was submitted by 8-year old Nathaniel Fronko of Edmond. Scott has been meeting with and obtaining quotes from costume designers for *Spoticus*.

Scott also announced that September 18th is the State Literacy Conference in Tulsa.

The group, *The Flaming Lips* has agreed to pose for the "Read Y'all" Poster. The *Gazette* has offered to pay the cost of printing.

PLANNING - Kay commented that for the past three weeks they have not been able to update anything on the internet or intranet. Planning has posted current information and events on the bulletin board outside the training room on the fourth floor, as always.

This year, the Outstanding Service Award nominees will be announced at Staff Development Day and the official presentation will be awarded at the Staff Recognition Dinner.

The Policy & Procedure Committee has been in the process of updating the Library's Policies and Procedures. Copies of the Safety Section and Public Relations - Smoking Restrictions, were handed out for the Ad Team to review.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
2	04/02/03	Policy & Procedure Committee	Check the language of MLS Safety Rules	<i>Updated 08/20/03</i>
5	07/23/03	Dana	Donna chose September for the month to bring Early Childhood Dev. Video to the Commission and have John Rex and Marlo Nash on site to talk about Early Literacy. Dana will follow up.	<i>Followed-Up 08/20/03 Success By 6 Group</i>
7	07/23/03	Judy, Karen	Work on a layout for shelving capacities at Luther.	<i>Work in Progress 08/20/03</i>