

**Metropolitan Library System  
of Oklahoma County**

**Ad Team Minutes  
Meeting Date: September 03, 2003  
Minutes Issued: September 11, 2003**

**Present:**

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

**Absent:**

Anne Fischer

**CURRENT ITEMS**

Judy handed out copies of the program statistics report from July 2002 thru June 2003. The report consisted of attendance numbers for each library and extension library within the Metropolitan Library System.

Donna reminded the Ad Team that when doing performance appraisals to refrain from using fractions, and only use whole numbers.

The Staff Recognition Dinner Event and assignments were discussed. It was suggested that Marian LeCrone should attend the next Ad Team meeting to update and inform the Ad Team of any input or suggestions for the event on October 25<sup>th</sup>.

Todd commented that the Event Calendar is very helpful and was wondering if somehow the information from that calendar and the Meeting Calendar could be combined. Discussion followed. The Event Calendar is basically a planning calendar and consists of more information than what is needed on the Meeting Calendar. Therefore the two should remain separate. However, if there are any additions or changes that need to be made to the Meeting Calendar, please notify Traci Jenkins.

The Calendar was reviewed.

Scott stated that the **Food for Fines** drive will be the week of October 19<sup>th</sup> through October 25<sup>th</sup>.

No updates were made on Action Items.

**REPORTS**

**PLANNING** - Kay stated that the Room Manager classes are in progress. The Summer Reading Survey will be posted on the web soon. Kay also reminded everyone that *Focus 2003* is coming up and anyone who would like to receive a flu vaccination needs to notify Planning.

**MATERIAL SERVICES** - Karen commented that they have currently been working on the Annual ODL Report.

**MAINTENANCE** - Don stated Maintenance is in the process of repairing the roof leak at Tech Processing.

**LIBRARY COMMISSION** - Donna informed the Ad Team that she has spoken with Bill Comstock and she is waiting on his written response on the different Library issues. She will keep the Ad Team updated.

**HUMAN RESOURCES** - Ric stated that he had attended the Piedmont Library opening.

**DEVELOPMENT** - Ernestine said Heidi Port has been working on September Fest. Friends & Endowment Trust meetings are coming up. The Endowment Trust is seeking new Board Members.

Ernestine also commented that Author Fannie Flagg has signed a contract and will be at the April 17<sup>th</sup> Author Dinner to be held at the Quail Creek Golf and Country Club.

**CONSTRUCTION MANAGEMENT** - Todd gave updates on Downtown, Luther, and Choctaw Libraries. Downtown is progressing. Luther is expected to close on the building September 3<sup>rd</sup>. Choctaw is behind schedule.

**OUTREACH SERVICES** - Dana commented that she is expecting about 2,000 people to attend September Fest. She has also met with Tom Libby, organizer of Balloon Fest, and discussed the possibility of a new project which involves the Wright Brother's 100<sup>th</sup> Anniversary of Flight.

**BRANCH SERVICES** - Denyveta stated that two libraries, Bethany and Ralph Ellison, will pilot a recycle bin to collect items that can be recycled. The bins will be picked up monthly and will remain at the libraries for approximately three to six months.

Denyveta also reminded the Ad Team that Customer Appreciation Month is coming up in October, and Donna will be sending out an e-mail to remind staff.

**IT/AUTOMATION** - Jim informed the Ad Team the projected date to covert the system to the new non-stop system is Sunday, October 12<sup>th</sup>. An alternate date was discussed-possibly over Thanksgiving.

**MARKETING AND COMMUNICATIONS** - Scott informed the Ad Team that the special appearance of "Belle" at the Midwest City Library has been cancelled. He also commented that the Governor's Press Conference for launching Read Y'all has been cancelled. They are currently trying to reschedule the Press Conference for sometime in October.

Scott reminded the Ad Team that Belle Isle's 40<sup>th</sup> Anniversary celebrations are coming up. He recommends that the Ad Team attend the reception which will be held on Tuesday, September 30<sup>th</sup> from 3:00 - 7:00 pm.

Scott also announced that Nancy Lytle has been accepted into the Fine Arts Institute.

**ACTION ITEMS:**

*No Updates were made.*

**Metropolitan Library System  
of Oklahoma County**

**Ad Team Minutes**

**Meeting Date: September 17, 2003  
Minutes Issued: September 26, 2003**

**Present:**

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

**Absent:**

Kay Bauman	Ric Rea
------------	---------

**Guests:**

Barbara Floyd	Traci Jinkens	Kim Rickey
Marian LeCrone		

**CURRENT ITEMS**

**"Reality Check"** United Way exercise and video - Traci Jinkens introduced Barbara Floyd, a representative for the United Way. Ms. Floyd constructed a brief exercise and showed a video of different people who have benefited from the United Way. The United Way of Central Oklahoma serves 7 counties and is currently partnered with 67 different agencies. One gift through United Way helps more people in more ways than any single agency, touching the lives of 1 out of 3 central Oklahomans. When you give to one agency, you address one specific need. When you give to United Way, however, you help a variety of agencies address and solve complex issues ensuring that no one's needs go unmet. The United Way's goal this year is to raise 14.4 million dollars. Pledge cards will be sent out Friday, for anyone who wishes to make a contribution.

**Documentation for Travel Expenditures** - Anne Hsieh stated that next year the auditors will be looking in depth at the Travel Expenditures and that it is very important to use proper and detailed documentation on all requests. Please be very thorough in documenting personal vacation days that may be taken in conjunction with a business trip, i.e. attach approved AVL forms with all travel documents which will verify the days that are not business travel. Ad Team was also asked to attach a copy of the Conference registration forms which would reflect the hotel rates.

**Staff Recognition Dinner** - Marian LeCrone presented the Ad Team with information for the Staff Recognition Dinner, which will be held on October 25<sup>th</sup>. She stated that there are 34 honorees this year, and will be needing 2 - 3 Ad Team Members to make the announcements for the honorees at the

Dinner. It was decided that Donna would announce the 20 - 35 year honorees, Karen will announce the 10 and 15 year honorees, and Kay and Scott will announce the 5 year honorees. Marian also commented that there are 44 nominees for the Outstanding Service Award this year. She asked for input on how those people should be recognized at the Staff Recognition Dinner. Discussion followed, and it was decided that instead of announcing each individual person, they would announce for all nominees to stand and be recognized as a group. The names of the Outstanding Service Award nominees will be listed on the back page of the program.

**Recognitions** - Judy presented "Stress Reliever Kits" to Jim Welch and Anne Fischer. The Ad Team thanked them for all their hard work.

**Internet Safety Town Hall Meeting** - Judy informed the Ad Team of an Internet Safety Town Hall Meeting being held on October 1<sup>st</sup> at 1:30 p.m. It was decided that Judy and Jim would attend that meeting.

**MLS Brochure** - Scott passed around a Draft of the new MLS Brochure, which compiles most of the library information into one brochure, including the library card and internet application form. The brochure has not been finalized yet, there are still a few changes to be made. Scott also suggested for everyone to hold off on any large quantity printing requests, due to upcoming address changes.

**Internet Filtering (CIPA) and the USA Patriot Act** - Donna handed out copies of the reply from Bill Comstock, the library's attorney, concerning the library's current Internet Filtering Policy and the USA Patriot Act.

She stated that the library may be subject to criticism due to our current Internet Filtering Policy. Discussion followed. It was decided that the Ad Team will further discuss possible alternatives and have any recommendations in hand before taking the issue back to the Commission. Updates to the matter will be discussed at the next Ad Team meeting.

In the matter regarding the library's current guidelines for the USA Patriot Act, Bill Comstock's reply letter states that he believes that the guidelines written by library staff are sufficient and adequately protect MLS and its employees. In addition, he believes the guidelines also serve to insure the privacy of MLS's patrons.

## **REPORTS**

**OUTREACH** - Dana announced that Anita has been selected as chairman of the Areawide Aging Agency. Kelley will be attending the statewide 2-1-1 conference. She also reported that "Come Read With Me" is now at 7 schools.

**MARKETING AND COMMUNICATIONS** - Scott announced that the State Literacy Council is being held Sept. 18<sup>th</sup> and Sept. 19<sup>th</sup> in Tulsa. He also brought one of the Belle Isle 40<sup>th</sup> Anniversary t-shirts for the Ad Team to see. Scott

mentioned that there will be a Patriot Act workshop in November. Also, the Urban Libraries Council will be having an audio conference on September 26<sup>th</sup>.

**LIBRARY COMMISSION** - Donna stated that according to our attorney, there should not be a problem with the showing of 10-30 second movie clips on "Read About It". Federal law allows for "fair use" in certain instances. The Library System's use of a short copyrighted movie clip for review purposes falls within the "fair use" exception.

**IT/AUTOMATION** - Anne stated that pre-bid for Choctaw wiring goes out on Thursday Sept. 18<sup>th</sup> and will be awarded in October. She also commented that everything is on schedule for the switch to the new non-stop system on October 12<sup>th</sup>.

**DEVELOPMENT** - Ernestine expressed her excitement for the future trustees of the Library Endowment Trust. She has had a successful 2 out of 3 to accept. She will be meeting with the 3<sup>rd</sup> possible trustee Friday September 19<sup>th</sup>.

**CONSTRUCTION MANAGEMENT** - Todd gave updates on the Choctaw and Downtown Libraries.

**BRANCH SERVICES** - Denyvetta shared a letter with the Ad Team from a very pleased customer at the Harrah Extension Library.

She announced that Barbara Beasley, Manager at Bethany will be participating in a "Training In Excellence" class in Dallas. She will be helping Helen Chacon train new trainers.

She also stated that the Edmond Library has partnered with UCO for a research revolution series. She passed around a flyer of information pertaining to the Event.

**ACTION ITEMS:**

Item #	Ad Team Date	Responsible Party	Assignment	Status
<i>NEW</i>	<i>09/17/03</i>	<i>Ad Team</i>	<i>Library Internet Filtering Policy - Ad Team to review and discuss any possible alternatives, before taking any recommendation(s) to the commission.</i>	

No updates were made on current Action Items.