

**Metropolitan Library System
of Oklahoma County**

Ad Team Minutes

**Meeting Date: October 1, 2003
Minutes Issued: October 10, 2003**

Present:

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

Absent:

Karen Marriott	Dana Morrow
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CURRENT ITEMS

Construction Projects - Todd gave a presentation to the Ad Team which provided updates on the current construction projects. The presentation consisted of various photos of the DN L&LC, Choctaw Library, and the Luther Library.

The Russians are coming - Scott informed the Ad Team that there will be a group of Russian Librarians in town on October 9th and will be visiting our library. They will be here for about 3 or 4 hours, and hopefully will be able to tour the new DN L&LC. Scott also commented that ODL is going to put together a lunch during their visit and the Ad Team is invited to attend. Scott will keep everyone posted with any updates.

2004 & 2005 Holiday Calendars - Ric handed out copies of the proposed 2005 Library Holiday and Closing Schedule. He noted the first item on that calendar and stated that we may want to reconsider the December 31, 2004 closing of the library. Currently libraries will close at 5:00 p.m. on that day, which is a Friday. Ric asked for comments. Discussion followed. It was agreed that the Administration will recommend a revision to the 2004 Holiday and Closing Schedule at the November Commission Meeting to close the libraries on Friday, December 31, 2004.

Ad Team Courtesy Fund - Anne Hsieh asked the Ad Team if the Courtesy Fund is something they would like to continue or discontinue. Discussion followed. It was decided that the Courtesy Fund will be continued.

Calendar was Reviewd.

Action Items were discussed and updated.

ACTION ITEMS

Library Internet Filtering Policy - Jim handed out copies of a draft policy change for the Ad Team to review. This policy could be one way to provide a customer unfiltered access to the Internet for legitimate use. It was noted that further research is needed. Jim also handed out copies of the current filters information for Adults and Minors. It lists categories that are currently blocked and it also lists the exceptions. Updates and any new suggestions to the Library Internet Filtering Policy will be discussed at the next Ad Team meeting.

REPORTS

PLANNING - Kay handed out copies of a draft of the updated Miscellaneous Procedures - Sponsorships and Grants for the Ad Team to review.

Kay stated that the Sumer Reading Survey has not had a significant amount of responses. In hopes of receiving more responses, the appearance of the survey will be changed on the internet and staff will also continue to encourage customers to participate in the survey.

Kay reminded Ad Team that FOCUS is on Monday, October 13, 2003.

MAINTENANCE - Don stated that he is currently reviewing applicants for the Maintenance II position.

MARKETING AND COMMUNICATIONS - Scott stated that there was a great turnout during the Belle Isle 40th Anniversary Celebration.

He handed out stickers for the Ad Team members to wear for customer appreciation month.

Scott also shared with the Ad Team some of the different bids he has received for the making of the *Spoticus* costume.

LIBRARY COMMISSION - Judy, Scott, Kay and Donna will be meeting in a couple of weeks to begin work on the MLS Annual Report.

Donna stated as an FYI that the naming of the new Downtown Library will be listed as an agenda item at one of the upcoming commission meetings. In recent research it was found that the new Downtown Library has not been officially named.

Donna also informed the Ad Team that they will be receiving their forms for the Executive Director evaluation. After completing the forms, they will need to be mailed to the A & P Chair, David Greenwell for compilation.

Donna commented that she did attend Jan Keene's retirement reception in Tulsa.

Donna also mentioned that she and Ernestine had made a presentation at the Inasmuch Foundation on Monday, September 29th. It was well received.

IT/AUTOMATION - Anne Fischer stated that bids were open September 30th for wiring at CT Library. SBC is the lowest bidder.

HUMAN RESOURCES - Ric mentioned that Norman Maas has been hired as Director of the Norfolk Public Library.

DEVELOPMENT - Ernestine commented that she was pleased with the turnout at Belle Isle's 40th Anniversary Celebration. She also commented on the great job that Donna had done during their presentation to the Inasmuch Foundation.

CONSTRUCTION MANAGEMENT - Todd commented that the construction on the Downtown Library is supposed to be completed by December 31st. The Choctaw Library construction should be completed Mid-December. The Luther Library is expected to be opening sometime in November.

BRANCH SERVICES - Denyvetta handed out copies of each libraries plans and goals for Customer Appreciation Month.

Denyvetta stated that she had worked the Belle Isle 40th Anniversary Celebration on Monday, September 29th. They had an excellent turnout, about 60 Teams participated in the Scavenger Hunt. They had pizza and played games. Everyone had a blast!

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
6	09/17/03	Ad Team	Library Internet Filtering Policy - Ad Team to review and discuss any possible alternatives, before taking any recommendation(s) to the commission.	<i>Work In Progress 10/01/03</i>

**Metropolitan Library System
of Oklahoma County**

Ad Team Minutes

**Meeting Date: October 15, 2003
Minutes Issued: October 24, 2003**

Present:

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

Absent:

CURRENT ITEMS

Jim stated he and Judy attended the Internet Safety Town Hall Meeting, which was held on October 1, 2003. The topic of the meeting was an Internet Safety Training Program, which is focused on school-aged children. The program is funded by the US Department of Justice. Jim passed around the brochures of information for the Ad Team to review.

Ric presented a request from Derek Cash, Staff Association President. In his request, Derek is asking the Ad Team to review the possibility of creating a sick leave bank for the library system. A sick leave bank would allow employee's to donate their unused sick leave, so that it could later be used by employee's who may be in need of it. The Ad Team reviewed the documents and discussion followed. It was agreed that the idea should be looked into further. A committee was formed (Ric-chair, Scott, Denyveta, Kay and Jim). The committee will meet and discuss the issue and then bring any updates back to the Ad Team.

Action Items were discussed and updated. Additions were made.

REPORTS

OUTREACH - Dana commented that they have had a successful amount of responses for the writing contest.

MATERIALS SERVICES - Karen stated that the Managers Meeting will be Tuesday, October 21st in the meeting room behind Planning.

MAINTENANCE - Don stated that he has completed all interviews for the Maintenance II position. He is currently in the process of making a decision.

MARKETING AND COMMUNICATIONS - Scott commented that the Governor's Press Conference launching "Read Y'all" will be today, October 15th at 10:30.

Scott continued, the Mystery Writers were at the Edmond Library on October 14th, and will be featured on "Read About It" October 15th before returning to England.

He commented that the library will have advertising space on 12 billboards, that will be displayed for 35 days from November 21st through Christmas. If anyone has any suggestions for the billboards, please let Scott know.

LIBRARY COMMISSION - Donna notified the Ad Team that there may not be a quorum for Thursday's Commission Meeting.

IT/AUTOMATION - Anne Fischer commented that the transition to the new non-stop system went well. The Ad Team applauded Jim and Anne on a job well done.

FINANCE - Anne Hsieh stated that they raised approximately \$1900 from the surplus sale.

DEVELOPMENT - Ernestine stated that they are currently working on the author dinner, which is coming up in April 2004.

BRANCH SERVICES - Denyveta mentioned that Todd will be making his PowerPoint presentation consisting of the construction updates at the Manager's Meeting.

PLANNING - Kay thanked everyone for their help and assistance during FOCUS 2003. She also congratulated everyone on the great success from the United Way Campaign.

Kay stated that Mike is currently working on compiling the evaluations from FOCUS.

She also explained the intent of the "Handle with Care" phrase, which was stamped on employee's hands at FOCUS. "Handle with Care" is the theme of the library's new service initiative. It is conducted of four components which are: Training, Measurement, Recognition and Awareness. Kay stated that over the next several months staff will be hearing more about the four components.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
4	6/4/03	Development & MaC	Work on a brochure for what folks can help with in donations for DN L&LC	<i>In Progress</i>
5	8/6/03	Donna	Status of OKC Capital Projects	<i>In Progress</i>
NEW	10/15/03	Ric, Scott, Denyveta, Kay and Jim	Meet to discuss the request of a Sick Leave Bank.	
NEW	10/15/03	Denyvetta	Luther Grand Opening	
NEW	10/15/03	Todd	Moving Committee for DN	

**Metropolitan Library System
of Oklahoma County**

Ad Team Minutes

**Meeting Date: October 29, 2003
Minutes Issued:**

Present:

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

Absent:

Judy Walden

CURRENT ITEMS

Ric opened the meeting by congratulating Don on his upcoming retirement.

Action Items were discussed and updated.

REPORTS

MATERIALS SERVICES - Karen stated that she, Janet and Denyveta are in the process of conducting the annual site visits to the libraries. The most recent visit was to Choctaw where they have discussed the move and other issues. Karen requested the details of the shelving capacities for the new Choctaw Library to insure Choctaw has a good opening collection.

Pauline Rodriguez and Heidi Johnson will be making their PowerPoint presentation at a future Ad Team Meeting and Library Managers Meeting.

Karen brought a reserve list from October 15th to show the Ad Team the amount of reserves for that one day. The reserves were well over the quantity of a ream of paper. It was mentioned that the times when the reserves are at their highest needs to be looked into and more money to be budgeted into Materials to keep the list from reaching those extreme points.

MAINTENANCE - Don announced the recent Maintenance II position has been filled. Dick Ryan is the newest addition to the Maintenance team.

He continue stating the hiring process for his position has begun.

Maintenance staff have worked diligently to change the clocks on all video recorders and necessary equipment to central standard time in all libraries.

MARKETING AND COMMUNICATIONS - Scott stated he has confirmed with KMGL that they will sponsor ***The Cat in the Hat*** premiere, which comes out in November.

Scott noted the Spoticus mascot costume will be ready in December. MaC is setting up a "Spoticus Boot Camp" to teach staff how to be a mascot.

Scott reminded the Ad Team, with Cox's help the billboard advertising campaign will be running from mid November to the end of December. The 12 billboards located throughout the Oklahoma County area will have the same message.

Scott spoke of the recent library card promotion MaC hosted at the Villa Teresa Elementary School. Signing up 130 new library users is considered a huge success for this type of promotion. Anne Fischer noted special promotions such as this should be planned in advance in order to budget for the increase of needed materials.

LIBRARY COMMISSION - Donna stated that the Special Commission meeting for the consent docket would be from 3:00-3:30 Thursday, and the Pension Board meeting would begin immediately after at 3:30.

Donna also mentioned that she had invited Mick Cornett, City Council Member, to attend the November Commission meeting.

Donna, Todd, Scott and the Choctaw City Officials toured the Choctaw Library and it is coming along nicely.

Considering the HIPPA Privacy Rules Donna elected to self announce that she will be undergoing additional surgery on her leg in November.

Donna mentioned the Staff Recognition Dinner was another great success this year.

IT/AUTOMATION - Anne explained the slowness of the Downtown computers has been corrected for the better, new routers and other steps were taken to improve the system speed.

She noted IT has been unable to sell the old tandem system at Capitol Hill or have it picked up. One possibility is parting out the various components of the system. This is still under review for options.

HUMAN RESOURCES - Ric stated that Roy setup an MLS recruitment booth for Workforce Oklahoma at Heritage Park Mall on October 17th and at Rose State College on October 28th.

DEVELOPMENT - Ernestine updated the Ad Team of the current projects underway for the Endowment Trust Author Dinner.

She commented that the Staff Recognition Dinner was lovely.

CONSTRUCTION MANAGEMENT - Todd stated the Choctaw construction and the DN L&LC construction are progressing at a good pace.

Todd mentioned a tentative tour of the DN L&LC has been scheduled for the Philomatheans.

It was mentioned that possible options for an all staff event tour of the DN L&LC, prior to the Grand Opening, should be investigated. As well as possibly conducting a tour for the Commission to view the substantial changes since their first tour.

BRANCH SERVICES - Denyvretta stated Todd gave his PowerPoint presentation at the last Managers Meeting, which gave updates on the current construction projects.

Denyvretta reviewed some of the events that she has attended. She attended the Info Fair at Capitol Hill, OSU Community Partners, Spoticus Contest at Edmond, Customer Appreciation Carnival at Southern Oaks, Open House at Cataloging, *The Indivisible Man* at Douglass High School, a question and answer forum with Bob Moore, who is the new Superintendent of OKC Public Schools, and the Beans and Cornbread Lunch at Wright.

Denyvretta mentioned that there are tons of canned goods that still need to be picked up at Bethany.

PLANNING - Kay stated that the evaluations from FOCUS have been compiled. They received over 250 responses. It was noted by employee responses that the greeting by Ad Team Members was well received.

Status reports of active MLS Committees were due in July. Committee's whose minutes are posted on intranet do not need to complete a status report. Currently Ad Team, X-Change, Tech Support and Library Managers are posted on the intranet. The Programmers, Young Adults and Children's minutes will be added. The retention policy for this information needs to be discussed in depth.

OUTREACH - Dana commented on the wonderful performance of Brad Richter, classical guitarist.

She also stated that LaVetta had passed her comps.

Geri and Heidi attended the "Outcomes Workshop". She feels it is a great workshop and would be excellent training for the Ad Team.

Dana mentioned that she and Donna attended a luncheon with Kim Henry.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
10	10/15/03	Denyvetta	Luther Grand Opening	<i>In Progress</i>
8	10/15/03	Todd	Moving Committee (Downtown)	<i>In Progress</i>