

**Metropolitan Library System  
of Oklahoma County**

**Ad Team Minutes**

**Meeting Date: November 12, 2003**

**Present:**

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

**Absent:**

Donna Morris	Dana Morrow
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**CURRENT ITEMS**

- 1) **Review DRAFT Ad Team Meeting dates for 2004.** The Ad team reviewed the document and appointed the Chair's for the upcoming year.
- 2) **Review DRAFT Calling Tree for Inclement Weather.** The calling tree is basically a graphical illustration of the current calling responsibilities for the Inclement Weather Plan. The Ad Team was asked to review and let Administration know of any changes that need to be made. The current calling list was also handed out which listed the names and numbers of co-workers to be called under the Inclement Weather Calling Plan. Anyone needing any changes made should notify Administration.
- 3) **DRAFT Meeting room booking policy update** including fee changes for new DN L&LC and other issues specific to the DN L&LC (ie. Videoconferencing). Judy briefly explained the Drafts and explained that fees need to be set up for use of equipment and rooms at the DN L&LC and asked the Ad Team to review and respond with any suggestions to her.

**Calendar was reviewed.**

Kay reminded Ad Team the X-Change meeting is Monday, November 17<sup>th</sup>.

Scott stated the ***Cat in the Hat*** promotion will be Tuesday, November 18<sup>th</sup> at AMC Quail Springs Theater.

**Action Items were reviewed.**

Scott commented after discussion with the Workers Comp Clerk there have not been any significant changes. Action Item #1 can be removed from list.

Todd informed the Ad Team of updates to the OKC Capital Projects.

Denyvetta mentioned that the tentative grand opening date for Luther is January 26<sup>th</sup>.

## **REPORTS**

**MARKETING AND COMMUNICATIONS** - Scott stated the drawings for the *Cat in the Hat* Promotion will be Saturday, November 15<sup>th</sup>.

Library Night at the Blazers will be December 5<sup>th</sup> and December 20<sup>th</sup>. Anyone who would like tickets please email Scott.

Scott stated Judy will be filming the recruitment videos next week.

**IT/AUTOMATION** - Anne stated they have dismantled the old tandem system and were able to sell it.

**HUMAN RESOURCES** - Ric stated recruitments are underway for the new positions at the DN L&LC.

**FINANCE** - Anne stated the Library auditor had completed the Flex Benefit audit November 10, 2003 and the Workers' Comp Auditor would be coming. She reminded Ad Team that any company or individual who performs or does work at any of the library facilities is covered under library's Workers' Compensation Insurance (WC) unless that person or company has its own WC insurance. In order to save Library's WC insurance cost, we try to get WC insurance certificates from as many vendors as possible except individual performers who receive a very small amount of pay. For some performers who receive a large amount of total payment, we try to ask them to get a waiver from the Department of Labor.

**DEVELOPMENT** - Ernestine handed out stats for the Summer Reading Program from 1992 to 2003.

She stated they are continuing to prepare for the upcoming author dinner.

She added that they received a grant from the In As Much Foundation for \$130,000.00 for the DN L&LC.

**CONSTRUCTION MANAGEMENT** - Todd gave updates on the current construction projects.

**BRANCH SERVICES** - Denyveta handed out copies of the PLA/ALSC Early Literacy Initiative: 2003 Evaluation. She also handed out copies of Oklahoma's EDGE for review.

Denyveta attended a Power Executive Greatness Teleconference at the Marriott. She said it was an excellent workshop.

She also mentioned a pizza party she attended at Edmond Library hosted by Scott Carter. Scott had challenged the Edmond Library Staff to go 6 months without having a false fire alarm he would throw them a pizza party. Edmond has not had a false alarm in over a year.

**PLANNING** - Kay stated that she does not have many agenda items for the upcoming X-change meeting.

She stated Mike is compiling the information from the Summer Reading Survey.

**ACTION ITEMS:**

Item #	Ad Team Date	Responsible Party	Assignment	Status
1	03/19/03	Scott	Verify that no changes have been made to the bill regarding workers' comp.	<i>Remove</i>