

**Metropolitan Library System
of Oklahoma County**

Ad Team Minutes

Meeting Date: December 10, 2003

Present:

Jim Welch, Chair
Judy Walden
Todd Olberding
Ernestine Clark
Karen Marriott

Donna Morris
Denyvetta Davis
Scott Carter
Don Updegrove

Kay Bauman
Anne Fischer
Dana Morrow
Ric Rea

Absent:

Anne Hsieh

CURRENT ITEMS

- 1) Preserving MLS Historical Documents.** Judy began by stating that the library needs to adopt a retention policy for MLS Historical Documents. The Ad Team discussed many alternatives for documents to be preserved. One way to preserve these types of documents would be to scan them and possibly post any interesting documents pertaining to the history of the library system on the intranet. Discussion followed. It was decided a committee would be formed, comprised of Kay, Anne F, Jim and Judy. Judy and Kay will chair the committee. Judy will send a memo out to notify all employees not to throw any documents away.
- 2) Strategic Plan Status Report.** Kay stated the Strategic Plan status reports need to be completed and to her by January 15. If anyone needs to recall their specific assignments, the past reports may be found on the intranet.
- 3) Chain of Command.** Copies of the MLS Chain of Command were handed out for review, it was decided the list should be revised to reflect only job titles instead of employees names, and that each category would have no more than five titles listed.
- 4) Privacy Rules Training Program.** Ric stated the HIPPA Privacy Rules Training Program, which is located on the intranet, needs to be viewed by **every employee and volunteer**. After completing the training, the summary must be printed and signed by the employee or volunteer, verifying that he/she has completed the training. The individual must give a signed copy to their supervisor. The supervisor will send this to Human Resources. A second copy should be retained by the employee.
- 5) Emailed Comments on Materials.** Donna asked the Ad Team for any suggestions on how to process future customer comments on library materials received through email. Discussion followed. It was suggested to create an electronic form, similar to the form available at the libraries. Jim, Kay, Donna and Karen will begin work on establishing a proper procedure.

6) FY 2004-2005 Budget Planning Schedule. A budget planning schedule for Fiscal Year 2004-2005 was handed out for review. The schedule is a presentation of approximate dates and deadlines for each phase of the budget process. It was decided the overview of the budget requests would be on the agenda for the March 17th Ad Team Meeting and also would be followed up at the March 31st Ad Team Meeting.

7) Introduction of MLS Volunteer, Chuck Henderson. Scott introduced Chuck Henderson, who has volunteered his time by going to each of the libraries to pick up all donated food from *Food for Fines* week and delivered the food to the food bank. Total amount of food collected this year was approximately 8,970 lbs., that is an increase of over 1,500 lbs. from last year. The Ad Team applauded Mr. Henderson and thanked him for a job well done. In addition, Mr. Henderson volunteered to help as long as he is needed.

Calendar was reviewed.

Action Items were reviewed.

Todd has begun work with Debra Jackson on the moving process to the new DN L&LC (Action Item #7). Todd will take the process to each Ad Team Member individually for any feedback. He will also be visiting each department to get a good idea of what the move will entail for them.

REPORTS

HUMAN RESOURCES - Ric handed out the schedule for the Finance Director Assessment, which is being conducted on Friday, December 12th. Discussion of the exercises followed. Ric stated that they are currently planning to have the Facilities Maintenance Director Assessment Friday, December 19th.

CONSTRUCTION MANAGEMENT - Todd stated the construction at Choctaw is moving along. They have awarded the landscape package and the lease was approved at the recent Choctaw City Council Meeting.

The DN L&LC is coming along but construction will not be finished by the end of December.

Todd also mentioned the carpeting will be replaced next summer at Midwest City. A temporary location will be open while the library is closed.

OUTREACH - Dana passed around brochures for the Winter Annual Read Fest. She also mentioned *Success by Six* is updating Books for Babies Packets, they will call them Read to Me Packets. Students at Metro Tech will design the packets.

BRANCH SERVICES - Denyvetta stated she had received an email from Priscilla regarding the reserves over the Thanksgiving holiday. Denyvetta said that the reserves process will be a topic of discussion at the January Managers Meeting. She also stated the Managers retreat will be in February at Metro Tech, and there will be a training workshop that day.

MARKETING AND COMMUNICATIONS - Scott stated he has been working with Donna, Judy and Kay to complete the Annual Report.

Scott also commented on how great a year it has been with advertisements of the library system. He is looking forward to an increasingly busy year with the media, due to the upcoming opening of the new DN L&LC.

PLANNING - Kay stated the summer reading survey is finished and they are currently working on the final document.

MAINTENANCE - Don briefly commented on the two newest employees of the Maintenance Dept.

MATERIALS SERVICES - Karen stated she got to tour the new DN L&LC with the group of Philomatheans. Everyone loved the building. She commented that Todd has done a great job and the building will be beautiful.

Karen also commented on the high number of reserves and she said they need to look into budgeting for more Audio Visuals, which contributes to about 45% of the reserve list.

LIBRARY COMMISSION - Donna mentioned the Commission meeting will be tomorrow, December 11th. On the Agenda is the Nominating Committee and the Choctaw Lease, which has been approved by the Choctaw City Council.

DEVELOPMENT - Ernestine stated she got a call last week from a man who's mother recently passed away and in her will she left \$10,000+ to the library system. The gift will be used to restore the Charles Colcord furniture and to purchase more big print books. A plaque will be purchased with her name engraved and will be displayed at the new DN L&LC.

ACTION ITEMS:

| Item # | Ad Team Date | Responsible Party | Assignment | Status |
|------------|--------------|---------------------------------|--|--------|
| <i>NEW</i> | 12/10/03 | Committee Chairs: Judy & Kay | Establish a plan for preserving MLS Historical Documents | |
| <i>NEW</i> | 12/10/03 | Ric & Donna | Chain of Command | |
| <i>NEW</i> | 12/10/03 | Kay, Donna, Karen, and Jim | Establish a proper procedure for handling customer comments on materials that are rec'd through email. | |