

**Metropolitan Library System
of Oklahoma County**

**Ad Team Minutes
Meeting Date: January 7, 2004**

Present:

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

Absent:

CURRENT ITEMS

- 1) **Alley Parking Rules.** Judy handed out a memo for review regarding the rules for parking in the alley behind the DN Library. Discussion followed. It was decided the city ordinance regarding fire safety would be reviewed before any final decisions are made.
- 2) **Parking Information for new DN Building.** Anne Hsieh handed out a map and chart reflecting monthly costs for various downtown parking facilities. The options were discussed. It was decided that DN Library employees will be given three options to choose from when considering parking. It was noted that reimbursement amount for parking is determined during the budget process.
- 3) **Special Recognitions.** Donna presented Don and Anne with farewell cards and gifts from the Ad Team. She expressed her appreciation for their years of dedicated service and stated they will be deeply missed. The Ad Team applauded Don and Anne on a job well done and wished them a Happy Retirement.

CALENDAR WAS REVIEWED.

Jan 9-14, Donna and Denyveta will be attending the ALA Midwinter Conference in San Diego.

Jan 20, Soft Opening of Choctaw

Feb 9-14, Grand Opening of Choctaw, Ad Team to attend Feb 11 @ 2:00 pm.

ACTION ITEMS WERE REVIEWED.

Item #14 can be removed. Judy has sent an email to all employees notifying them not to throw away any documents.

REPORTS

LIBRARY COMMISSION - Donna stated she will be meeting with city officials and Bill Comstock regarding the Rotary Fountain for the new DN Library.

She announced the Commission Meeting will be Thursday, January 15 at Warr Acres Library.

She also stated the name for the new DN Library will be the "Ronald J. Norick Downtown Library".

FINANCE - Anne stated she has met with the new Director of Finance, Lloyd Lovely. His first day as director will be January 12.

She also commented January 23 will be the Choctaw Library's surplus furniture sale.

DEVELOPMENT - Ernestine stated they have currently been preparing for the booksale which is coming up in February. Also, they are preparing for the Author Dinner which is scheduled in April. She noted the Library Endowment Trust meeting will be January 22.

CONSTRUCTION MANAGEMENT - Todd stated Choctaw has began moving in and is on schedule for the soft opening.

Todd reviewed the progress of the DN Library construction.

OUTREACH - Dana stated Outreach is currently preparing for *Spring Fling*.

BRANCH SERVICES - Denyveta helped with the move of Choctaw. She complimented Rosemary and staff, on doing an excellent job of planning the move.

IT/AUTOMATIONS - Anne stated they are in the process of getting the computers set up at Choctaw.

MARKETING AND COMMUNICATIONS - Scott stated the Choctaw move in had received lots of publicity by the media.

Judy, Kay, Donna and Scott are finishing up the Annual Report.

Scott also informed Ad Team he has received both *Spoticus* costumes. The first appearance will be during the Choctaw Grand Opening week.

He commented they are in the process of the final edits on the recruitment video.

MAINTENANCE - Don thanked everyone for the gifts and commented on his recent vacation.

HUMAN RESOURCES - Ric stated that Lloyd Lovely, the new Director of Finance will begin on January 12.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
14	12/10/03	Judy	Send memo to all employees notifying them not to throw any documents away.	<i>Done</i>
<i>NEW</i>	01/07/04	Judy	Review city ordinance on fire safety regarding parking in alley behind DN Library.	

**Metropolitan Library System
of Oklahoma County**

**Ad Team Minutes
Meeting Date: January 21, 2004**

Present:

Kay Bauman, Chair	Donna Morris	Jim Welch
Ric Rea	Anne Fischer	Karen Marriott
Todd Olberding	Scott Carter	Lloyd Lovely
Ernestine Clark	Don Updegrave	Patrick Williams

Absent:

Judy Walden	Denyveta Davis	Dana Morrow
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Guests:

Pauline Rodriguez-CAT

CURRENT ITEMS

- 4) Cataloging Presentation.** Pauline Rodriguez gave a slide show presentation of the Cataloging department and what their day to day work entails. She handed out information which also described many different aspects of the Cataloging department.
- 5) Emergency Operating Plan.** Ric passed around a sheet containing phone numbers for the Emergency Operating Plan. He asked the ad team to verify that their numbers were correct.

ACTION ITEMS WERE REVIEWED.

Kay stated the Strategic Plan assignments needed to be completed and to her by January 15th. If you haven't got these to her please do so ASAP.

REPORTS

DEVELOPMENT - Ernestine stated she had attended the Friends Board meeting. The Friends Booksale will be February 20 through February 22. She received a check from the Friends which will be used to purchase a truck for the library system.

She also announced the Endowment Trust Meeting will be Thursday, January 22. The Arthur Dinner is April 17. Tickets are \$75 each, meals and drinks are included.

CONSTRUCTION MANAGEMENT - Todd announced the Choctaw soft opening was a success. He complemented Automation on doing a great job with the computers.

He also stated the replacement of carpet and repairs for Midwest City is going out to bid today.

BRANCH SERVICES - Todd spoke for Denyveta in her absence. Denyveta attended the ALA Midwinter Conference and also attended several committee meetings while in San Diego.

The Manager's meeting will also be today and the "reserves" will be discussed. She is planning a field trip for managers to visit Edmond Library and observe the reserve process.

The Manager's Retreat will be February 18 at Metro Tech.

Deb Willis, Midwest City Manager surveyed parents attending preschool storytime and parent/child workshops. A form that listed a compilation of questions and answers were passed around for members to view.

Jean Engebriston, Asst. Manager at Midwest City developed a Tax Form Cheat Sheet. Copy of Cheat Sheet was passed around for viewing.

IT/AUTOMATION - Anne commented on the work that has been done installing the computers at Choctaw. The new computers are using the Windows XP operating system.

MARKETING AND COMMUNICATIONS - Scott stated the Choctaw Grand Opening Invitations have been printed and will be mailed out this week. The Choctaw Grand Opening is the week of February 9 through February 14. He added the Ad Team should attend the reception on Wednesday February 11 at 2:00 pm. Pearls is sponsoring the reception. Spoticus will also be making an appearance at the reception.

The annual report will soon go to press after a final review.

April 18 will be the Center For The Book, Oklahoma book awards. Scott asked the Ad Team to let him know if they would like to attend.

PLANNING - Kay stated Mike is in the process of finalizing several reports. Planning has been working on the action item to come up with a search function to aid in finding online forms on the intranet.

MAINTENANCE - Don stated he has had a couple of incidents at Choctaw with the alarm and heat. He has also been showing Patrick around the library system.

MATERIALS SERVICES - Karen stated the Materials Services Managers meeting will be Thursday, January 22 in the meeting room behind Planning. She invited Ad Team to attend. She also commented the Public Services Council will be meeting January 28. Linda Temple, the intern from OU will also be coming to visit the department next week.

LIBRARY COMMISSION - Donna announced they are in the process of scheduling a Long Range Planning committee meeting.

She also stated she attended the Oklahoma City Council meeting and the resolution for the Rotary Fountain was passed. The change orders were also approved.

HUMAN RESOURCES - Ric stated there will be another HIPPA Training class for Supervisors who have not yet had the chance to attend.

FINANCE - Lloyd announced that he attended the commission meeting. He will also be attending the Endowment Trust meeting on January 22. Friday, January 23 he will be at the CT surplus sale.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
	12/10/03	Kay, Donna, Karen, Jim	Establish a proper procedure for handling customer comments on materials that are received through email	<i>In Progress</i>
	12/10/03	Ric, Donna	Chain of Command	<i>In Progress</i>