

**Metropolitan Library System  
of Oklahoma County**

**Ad Team Minutes  
Meeting Date: February 4, 2004**

**Present:**

Scott Carter, Chair	Donna Morris	Jim Welch
Ric Rea	Anne Fischer	Karen Marriott
Todd Olberding	Kay Bauman	Lloyd Lovely
Ernestine Clark	Judy Walden	Patrick Williams
Denyvetta Davis	Dana Morrow	

**Absent:**

**Guests:**

Heidi Johnson ~ TP      Heidi Port ~ DEV

**CURRENT ITEMS**

**1) Technical Processing.** Heidi Johnson gave a slide show presentation of the Technical Processing department and what their day to day work entails. She commented on the excellent staff she has and the great job they do to get their work done. They process on average anywhere from 150 to 300 materials a day. All processing is done in house, nothing is outsourced. She complemented Automation on having an excellent system in place which prevents duplication of paying invoices, etc.

**2) Review of screening policy for instructors and performers.** Donna asked for procedures of background checks before hiring instructors or performers. Dana stated the Arts Council currently does their own background checks. She proposed the idea of letting Kelley handle all other instructors or performers who do not go through the Arts Council.

Ric gave a PowerPoint presentation of the different online sites that can be used to obtain information on individuals to check for any possible offenders. He stated that it is not uncommon for offenders to be listed on one site and not another, so he recommends checking each site. He handed out copies of possible situations when someone might slip through Oklahoma's (DOC) Sex Offender Registry. There is also a 10 year list which can be checked by sending an email requesting any information on an individual's background.

**3) Discussion of volunteers and whether or not to screen them.** Heidi Port handed out stats for current adult volunteers. The stats were broken-down by libraries, the number of volunteers to screen, and the cost for OSBI check's. It is unknown how many of those volunteers directly work with children. It was questioned whether or not an OSBI check should be used for every volunteer, or if it would be sufficient to access some of the free online checks. The OSBI checks cost \$15 each. It was mentioned that some organizations require the individual to pay for their own background check. Jim suggested coming up with a process and a checklist to follow. Ric mentioned accessing the Boy Scouts of America web-site to review their on

line youth protection policy. Dana stated that she would check with the Arts Council and find out the process they use. Discussion followed. Ernestine and Heidi expressed their concerns about the Development office being responsible for the screenings or background checks on volunteers and would prefer that it be centralized. It was decided Ric, Dana, Denyvetta, Donna, and Heidi Port would meet to try to come up with a process, Donna will check with the Library's attorney, Bill Comstock and will report back to the Ad Team.

- 4) Discussion of Voice over IP phone system, new phone #'s, directory listings, etc.** Anne handed out directory's listing new phone number's, which will go into effect once the phone system has been switched over. The list is broken-down by department and library. The new phone numbers all will begin with 606. When downtown is in the process of moving to the new library, phone calls will not be automatically rolled over to the new number. It was suggested that anyone with a voice mail box on their phone during the move should record a message to notify callers of the new phone number. The 231-8650 number will be rolled over only after the move is complete. Anne stated she would bring a phone to an upcoming meeting for Ad Team to see.
- 5) Sick leave bank committee report.** Ric explained the many different alternatives for a sick leave bank. He also spoke on the typical forms and policies that need to be in place. There were several alternatives the committee came up with, including the alternative not to propose a sick leave bank. Ric mentioned the fact that employees are given the opportunity to purchase short term disability upon their 90<sup>th</sup> day of employment with the library system. The library provides long term disability for every full time employee. Ric handed out a chart explaining short term and long term disability elimination periods and a time frame of when the employee will begin to receive compensation from the plans. Ric also handed out a sick leave bank concept interaction with short term and long term disability insurance. The handout composed of average's as of 2-4-04. The Ad Team will review the many different alternatives and the subject will be carried over to the next meeting.
- 6) Donna's updates.** Before the meeting adjourned, Donna announced there would be a Library Retirement Pension Board Meeting that afternoon at Belle Isle.

She also announced Donna Skvarla is retiring from ODL. Her retirement party will be Friday, February 13 at 2:00 at ODL. She invited Ad Team to attend.

Donna stated the Choctaw Grand Opening Reception will be Wednesday, February 11 at 2:00. This will be the official ribbon cutting ceremony and it is recommended that Ad Team attend.

## **REPORTS**

Reports were deferred to the next Ad Team Meeting, which will be February 18.

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Meeting Date: February 18, 2004**

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Scott Carter, Chair	Donna Morris	Jim Welch
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Todd Olberding	Kay Bauman	Lloyd Lovely
Ernestine Clark	Judy Walden	Patrick Williams
Dana Morrow		

**Absent:**

Denyvetta Davis

**CURRENT ITEMS**

- 7) Review of MLS recruitment video.** Scott presented the MLS recruitment video to the Ad Team. The video will be used at future job fair's and events. The Ad Team was very pleased with the video.
- 8) Parking in the alley.** Judy handed out copies of the city ordinance pertaining to parking in the alley. The ordinance states, "No person shall park a vehicle within an alley except for the purpose of and while actually engaged in loading and unloading merchandise". Judy stated that any person who parks in the alley for any length of time for any reason other than the above will be doing so *at their own risk*. Todd will check the property plans to see where the alley actually begins. The issue needs to be addressed for the new library also.
- 9) Continued discussion of sick leave bank.** The discussion of a sick leave bank continued from the last Ad Team meeting.. It was decided at this time the Ad Team does not recommend the establishment of a sick leave bank. However, the proposed idea will continue to be monitored in the future. Donna & Ric will meet and prepare a response to the staff association regarding the decision.

**CALENDAR WAS REVIEWED.**

**ACTION ITEMS WERE REVIEWED.**

**REPORTS**

**OUTREACH SERVICES** - Dana announced Steve Jenkins received an award from the US Attorney of the Western District of Oklahoma, for his hard work and commitment which was needed to initiate the first *Weed and Seed Library Reading Room*.

Geri and Kelley will be training the Administration at Metro Tech on reading to children.

Dana also mentioned the Young Adults theme this summer will be *Urban Legends*.

The numbers and response for the *Lifetime Readers Society* and *Winter Read Fest* have been great.

**IT/AUTOMATION** - Anne stated they are currently in the process of preparing for the move to the new building.

They have been working on the wiring at the Downtown Library.

The Midwest City wiring bid is out. Pre-bid will be Tuesday, February 24 at 10:00.

**PUBLIC SERVICES** - Judy stated there has been an increase in unusual incident reports.

Judy attended a meeting on the 2-1-1 coalition. She handed out information sheets and briefly explained 2-1-1, noting that several states have implemented the system.

**MARKETING AND COMMUNICATIONS** - Scott stated that he and Donna attended the Chairman's Breakfast and listened to Governor Brad Henry speak.

The Oklahoman will be doing a series of stories on the Annual Statistical Report. Donna was interviewed by Karen Klinka, reporter for the Oklahoman, on the future of the library system.

Scott thanked everyone who helped with the Choctaw Grand Opening.

Scott also mentioned the success with the sponsors of the Summer Reading Program.

The rough draft of the new MLS logo design is complete. Scott will bring a preview of the logo to the next Ad Team meeting.

**PLANNING** - Kay stated the Strategic Plan will be presented at the Long Range Planning committee meeting next month.

The review process for the Mill Levy is currently underway.

Planning is also in the process of reviewing the Outstanding Service Awards and ways to recognize staff more frequently.

Kay will be meeting with each department to discuss and coordinate the upcoming move downtown.

**MAINTENANCE** - Patrick stated the Maintenance department has currently been training for the new Downtown Library.

He also stated they recently helped with the setup of the Friends Booksale event.

**MATERIAL SERVICES** - Karen commented on the increased demands of materials.

**LIBRARY COMMISSION** - Donna stated the Commission Meeting will be Thursday. David Greenwell will be chairing the meeting.

Donna, Lloyd, Judy, Scott, Denyveta and Todd will be attending a Chamber Luncheon on Thursday, featuring the Mayoral candidates as the speakers.

Donna mentioned the Book Awards will be March 13 and anyone who plans on attending please let Scott know.

She stated 12 commission members had toured the new Downtown Library and were very pleased.

**HUMAN RESOURCES** - Ric stated they have been preparing individual salary benefit reports and recommendations to be presented to the A&P Committee.

In March they will begin working on insurance rates and the flex re-enrollment is coming up in June.

**FINANCE** - Lloyd stated they are beginning work on the budget process.

**DEVELOPMENT** - Ernestine suggested the Ad Team should plan a date to take a trolley downtown and go to lunch.

She thanked Maintenance for all their help with the setup of the Friends Booksale event.

**CONSTRUCTION MANAGEMENT** - Todd gave updates on the Downtown Library and stated the Midwest City wiring bid is out.

### **ACTION ITEMS:**

Item #	Ad Team Date	Responsible Party	Assignment	Status
2	5/21/03	Donna	Review the lease with the Consortium	<i>In Progress</i>
6	10/15/03	Donna	Begin work on mill levy	<i>In Progress</i>
8	10/15/03	Ric, Scott, Denyveta, Kay, Jim	Sick leave bank study	<i>Done</i>
12	12/10/03	Ad Team	Strategic plan assignments need to be comp. And sent to Kay by Jan. 15	<i>Done</i>
13	1/7/04	Judy	Review city ordinance on fire safety re: parking in alley behind DN Library.	<i>Done</i>
14 & 15	2/4/04	Ric, Dana, Denyveta, Donna, Heidi Port	Develop process for screening volunteers, Donna will check with Bill Comstock re: background checks.	<i>In Progress</i>
16	2/4/04	Ad Team	Review alternatives reported by Sick Leave Bank Committee.	<i>Done</i>

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