

# Metropolitan Library System

## Ad Team Minutes Meeting Date: April 7, 2004

### **Present:**

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

### **Absent:**

### **Guests:**

Helen Chacon ~ PLA      Roy Ballou ~ HUM

### **CURRENT ITEMS**

- 1) Core Competencies Presentation.** Helen began the presentation regarding a discussion of competencies and tools to build success. The discussion was broke down into an overview, tools, timeline, questions and answers. Helen handed out copies of information on the Customer Service Skills Assessment Program (CSSAP) and the Success Skills 2000 Program. She explained the handout. Kay handed out copies of the MLS Competency Model. The library plans to purchase the CSSAP in July 2004 and plans to begin implementing the program by September 2004. The library system will then evaluate the program in January 2005. The CSSAP program is geared more towards entry level positions while the SS2K program is geared towards entry-level managers or supervisors. The goal for the CSSAP and SS2K program is to test finalist for full-time positions and use the scores as another tool in the hiring process. It is not intended to use the tests as an elimination process. Another application offered is a Career Prescription program called CAREERx. CAREERx is an innovative software application that provides each employee with a clear plan for skills and career development and provides the library system with the tools to control turnover and improve employee performance. This application will be used as a training gauge. Current employees will be tested to access their strengths and weaknesses and then establish pre-set training classes to improve in the areas needed.

**CALENDAR WAS REVIEWED.**

**ACTION ITEMS WERE REVIEWED.**

### **REPORTS**

**MARKETING AND COMMUNICATIONS** - Scott stated the summer reading document has been finalized and sent to the printers. 90,000 brochures are being printed. The summer reading theme this year is "Summer of Champions". The goal this year is to have 15,000 participants. Last year's goal was 13,200. Summer reading will begin on June 1<sup>st</sup>.

**PLANNING** - Kay stated that she and Todd will be at the new building on Friday and Monday conducting office visits for offices to view their spaces before the move.

Kay also mentioned a Rewards & Recognition (R&R) Committee has been formed. The committee consists of Denise Courts, Clyde Herrod, Shellie Ziegler-Hill, Phil Tolbert, Karen Bays, Lisa Myers, and Kay Bauman. The committee is in the process of reviewing the Outstanding Service Awards. They have met 3 times and meet every other week.

**MATERIAL SERVICES** - Karen stated she will be meeting with Jim, Anne, Debra Spindle, and Tim Fisher regarding stacks materials and a plan to transfer the materials to the new Downtown Library.

**LIBRARY COMMISSION** - Donna commented on a letter that she had received from the Central Oklahoma Human Rights Alliance regarding the Patriot Act.

Donna passed around an article on MLC Commissioner Nancy Anthony, which was published Monday, April 5 in the Journal Record.

Donna stated that she met with the Staff Association. It was a good meeting. She informed the SA of the way that concerns or suggestions should be handled in the future.

Donna announced that Georgie from the Literacy Council has stepped down to take on a full time position with the Neighborhood Alliance. Judy & Donna will be meeting with Jack Easterly, Chairman of the board for the Literacy Council in a couple of weeks.

Donna thanked Ernestine and her staff for their hard work on the Author Dinner.

**HUMAN RESOURCES** - Ric stated they are currently in the process of becoming compliant with HIPPA.

**FINANCE** - Lloyd mentioned that the budget meetings with various departments has began and is going good. The Business Office is in the process of closing out March. He is preparing for the upcoming Commission meeting.

**DEVELOPMENT** - Ernestine thanked the Ad Team for their support on the upcoming Author Dinner. She showed the seating plan for the event and asked Ad Team to help greet guests and assist them in finding their tables. There have been five tables, which will seat 50 people turned back and are available.

**OUTREACH** - Dana stated she attended the Extension Retreat which was held in Luther.

Kelley and Geri have finished training 18 Metro Tech Administrators.

Dana has scheduled her first program for the new library. "Moscow Nights" scheduled for February 2005.

**BRANCH SERVICES** - Denyvetta stated she attended the bi-annual meeting for extension staff at the Luther Civic Center.

She will be attending the Reserve Task Force workshop in Tulsa.

**IT/AUTOMATION** - Jim stated they have recently worked on the Automation Report. A new serial system has been installed for Greg Bennett. Anne stated they are just waiting to receive word on when the new building will be turned over or receive the keys to begin the work of installation of wiring, etc. Anne will be meeting with Donna and Denyvetta regarding the Express check out.

**ACTION ITEMS:**

Item #	Ad Team Date	Responsible Party	Assignment	Status
10	3/3/04	Scott	Draft of Summer Reading materials	<i>Done</i>
11	3/3/04	Scott, Kay	Incorporate survey into Summer Reading brochure	<i>In Progress</i>
12	3/24/04	Ad Team	Review budgets for depts. and note any mistakes or duplications.	<i>In Progress</i>
13	3/24/04	Lloyd, Donna	Visit each dept. to review budgets.	<i>In Progress</i>

## Metropolitan Library System

### Ad Team Minutes Meeting Date: April 28, 2004

#### **Present:**

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

#### **Absent:**

Jim Welch	Anne Fischer
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#### **CURRENT ITEMS**

- 2) Budget Update.** Lloyd provided a budget update. Changes have been made to the budget. He handed out an updated report and explained the details. Lloyd asked the Ad Team to review the report and let him know if anything to their knowledge was missed. Donna complimented Lloyd on a great job.
- 3) Summer Reading TV Promotion.** Scott showed the two Summer Reading TV Promotions which will begin airing next week. The commercials will air heavily throughout the month of May.

#### **ACTION ITEMS WERE REVIEWED.**

#### **REPORTS**

**MARKETING AND COMMUNICATIONS** - Scott stated the press release has been finalized regarding the Ronald J. Norick Downtown Library and the press will be at the site today taking pictures.

**PLANNING** - Kay stated she has been in the process of reviewing prospective applicants for the employee development coordinator position.

A move and update page has been posted on the intranet. Information regarding Luther, Midwest City, and Downtown are currently posted. The intranet will be updated weekly. There will be more details regarding the Downtown move soon. Boxes and labels for the move should be available by next week. Supplies for the move will be in the meeting room behind Planning. It was noted that the first department to move after Automation will not take place until after May 24. If any department has big trash barrels to loan, please mark and move to the back of Planning. Kay stated that she has received many requests for furniture needs. Please let Kay know if you are not needing any additional furniture. She has begun reviewing the requests with Donna.

**MAINTENANCE** - Patrick stated they have been working on Luther & Downtown. Installation of furniture at Luther is underway.

**MATERIALS SERVICES** - Karen stated they are focusing on the move. They have been working on clearing the basement out. They are also in the process of

getting an update of Downtown inventory to help Debra and her staff plan for the move.

**LIBRARY COMMISSION** - Donna stated the Public Services Committee and the Library Retirement Pension Board will be meeting tomorrow at Belle Isle Library. The Public Services Committee will begin the process of reviewing and updating policies. TODD Investment Advisors will be coming to the Library Retirement Pension Board meeting to talk about their portion of the plan.

Donna stated Patrick has provided her with the requested department hours for the new building. She will be making changes to the requests.

Donna will be out of the office May 3 through May 5. She will be attending National Library Legislative Day in Washington D.C.

Donna stated the dedication of the Rotary fountain will be June 22. The new Downtown Library will not be open at that time.

The May 20 Commission meeting will be at Belle Isle Library.

**HUMAN RESOURCES** - Ric stated they have been preparing for the move. Security has been arranged for the new Downtown building. Beginning tomorrow there will be a required sign in and sign out for anyone entering the building. There will be a memo posted on the intranet for details on which door to use when entering the building. There will be a designated area with tables for eating and drinking. No smoking anywhere in the building or within 25 feet of any entrance or exit. Signs will be posted in English and Spanish.

**DEVELOPMENT** - Ernestine stated they have been busy. Heidi has been working with volunteers stuffing bags.

Signed Beck Weathers posters have been sent out to the Literary Voices sponsors. Ernestine handed out copies of letters regarding people's compliments on the dinner. So far she has not received any complaints. Ernestine thanked Ad Team again for helping to make the event a great success.

**CONSTRUCTION MANAGEMENT** - Todd stated the shelving installation and furniture delivery for downtown has begun. He stated the majority of the furniture should be installed by the first part of June. Saturday Automation will be moving the non stop system to the new building. The children's area millwork is scheduled to be installed next week.

**OUTREACH** - Dana stated Heidi has met with other Young Adult Programmers from the state and has identified themes for the next three years.

Dana has finished the analysis of the new meeting room booking program.

Outreach was recently involved with the "Week of the Young Child" at Metro Tech.

**BRANCH SERVICES** - Denyveta stated the reserve task force will be going to Tulsa on May 13 to review their reserve process.

The Manager's Meeting will be this afternoon at Edmond.

**PUBLIC SERVICES** - Judy will be on vacation beginning tomorrow, April 29 through May 10.

**ACTION ITEMS:**

Item #	Ad Team Date	Responsible Party	Assignment	Status
12	3/24/04	Lloyd, Donna	Visit each dept. to review budgets	<i>Done</i>
11	3/24/04	Ad Team	Review budgets and mark any mistakes or duplications	<i>Done</i>
10	3/3/04	Scott, Kay	Incorporate survey into Summer Reading brochure	<i>Done</i>
7	10/15/03	Denyvetta	Luther Grand Opening	<i>Done - GO will be May 8 from 11-1 pm</i>
1	5/21/03	Donna, Dana, Judy	Review the lease with the Consortium & meeting room fees	<i>Done</i>