

Metropolitan Library System

Ad Team Minutes

Meeting Date: May 12, 2004

Present:

Anne Fischer, Chair
Ric Rea
Todd Olberding
Ernestine Clark
Denyvetta Davis

Donna Morris
Judy Walden
Kay Bauman
Scott Carter
Jim Welch

Dana Morrow
Karen Marriott
Lloyd Lovely
Patrick Williams

Guests:

LaVetta Dent

CURRENT ITEMS

- 1) Summer At the Library ~ PowerPoint Presentation.** LaVetta Dent presented the Summer At the Library PowerPoint Presentation. The presentation consisted of objectives and goals for Summer Reading. LaVetta explained the sign up procedure and what each participant will receive. She handed out forms for anyone who would like to be an Event Employee and help with the implementation of Summer At the Library.
- 2) BOK/Channel 9 Literacy Campaign.** Ernestine handed out copies of information regarding the Bank of Oklahoma and Channel 9 Literacy Campaign. BOK and Channel 9 will partner along with other potential sponsors to assist in collecting books from the community. The goal is to raise new and gently used books for kids ages 0-12. The Metropolitan Library System is one of the proposed beneficiaries. BOK has agreed to be responsible for the picking up and distribution of the books. The book drive dates are set for June 7 through June 30.

CALENDAR WAS REVIEWED.

The Friends grants need to be received by May 19. The Ad Team will review the proposed grants on May 26.

The A&P Committee will be meeting on May 25 at 3:30 p.m. at Belle Isle Library.

Summer Reading will begin June 1.

The Long Range Planning & Finance Committee will be meeting on June 9 at Belle Isle Library. The Long Range Planning Committee Meeting will begin at 2:00 p.m. and the Finance Committee Meeting will begin at 3:00 p.m.

ACTION ITEMS WERE REVIEWED.

REPORTS

PLANNING - Kay stated boxes are in and are located in the meeting room behind Planning. She emphasized that employees need to make it a habit to check the intranet for updates of information regarding the move.

MAINTENANCE - Patrick stated they are still in the process of resolving the locks issue at the new Downtown Library.

MATERIAL SERVICES - Karen stated they have been preparing for the move .

LIBRARY COMMISSION - Donna stated the P & P Committee met and they discussed a facilities use policy for the new Downtown Library.

Donna also stated she is working with the City in trying to come up with a date for the Grand Opening of the Downtown Library. A list consisting of everyone listed in the MLS Mail Program will be sent out via email to Ad Team. The list will need to be reviewed and if anyone has any additions, deletions or changes, please email them as soon as possible. This list will be used for the invitations of the Grand Opening, Ribbon Cutting event.

OUTREACH - Dana handed out info on 2-1-1, which consisted of 50 ways 2-1-1 works.

FINANCE - Lloyd stated that Woodrow is getting information on parking at the Galleria for staff visiting the Downtown Library.

DEVELOPMENT - Ernestine stated they are planning an event of Laser Quest to honor teen volunteers on August 3.

CONSTRUCTION MANAGEMENT - Todd stated the Luther Library is complete.

He has been working on the move to the new Downtown Library and resolving hardware issues. The furniture installation is moving forward and the shelving will be inspected today.

The repainting of the lobby at the Midwest City Library is scheduled to begin on May 17.

BRANCH SERVICES - Denyveta stated the Luther Grand Opening turned out wonderful.

The Reserve Task Force will be going to Tulsa tomorrow.

IT/AUTOMATION - Jimmy stated they moved to the new Downtown Library on May 1 and May 2. They have been continuing work on the phone system.

MARKETING AND COMMUNICATIONS - Scott handed out copies of the Annual Report.

Scott stated if anyone would like to be on the Prize Patrol for Summer Reading, please let him know.

Stationary and business cards will soon be sent to press.

The *Metro Library Magazine* won "Best of Show".

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
5	10/15/03	Denyvetta	Luther Grand Opening	<i>Done</i>
8	4/28/04	Ad Team	Let Lloyd know if anything was missed in the updated report.	<i>Done</i>

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: May 26, 2004

Present:

Jim Welch, Chair
Ric Rea
Todd Olberding
Ernestine Clark

Donna Morris
Judy Walden
Kay Bauman
Scott Carter

Denyveta Davis
Karen Marriott
Lloyd Lovely
Patrick Williams

Absent:

Dana Morrow

Anne Fischer

CURRENT ITEMS

- 3) Friends Grants Summary Report.** Donna stated she had met with Judy, Denyveta, Ernestine and Karen to review the Friends grants applications. Ernestine handed out copies of the proposal. Discussion followed.

ACTION ITEMS WERE REVIEWED.

REPORTS

MAINTENANCE - Patrick provided updates on the Midwest City Library. He also commented on the recent trip to Tulsa to review the reserve process.

LIBRARY COMMISSION - Donna stated the A & P Committee met yesterday.

She handed out copies of a response letter which was sent to Jack Easterling of the Literacy Council.

FINANCE - Lloyd stated the Business Office will be changing their purchase order's to reflect the new ship to address as needed. He asked whether there was any process in how to go about notifying vendors of the new mailing address. Scott stated MaC will be creating postcards for each department to mail out notifying of the new address. If you have an estimate of the number of cards you will need printed, please let Scott know.

DEVELOPMENT - Ernestine stated they have been preparing for the upcoming move. She thanked Todd and Kay on all their hard work on organizing and implementing the move.

Ernestine made a presentation to Ric in anticipation of the upcoming move to his new office. Several years earlier, Ric had presented Ernestine with a pair of heavy-duty work gloves in honor of an Endowment event. Ernestine gave the gloves back along with this poem:

Dear Ric:

*As you can see, your gauntlet has been well-used.
In fact, as dirt attests, you might even say abused!*

*But now we hear the bugle call, a new command is heard.
This time it's YOU who picks it up, a challenge has occurred.*

*We've waited and waited and waited some more, but now the time has come.
Ready or not, finished or not, your office must have a new home.*

*So take up the glove, or gauntlet or whatever, and prepare yourself for battle.
For packing and lifting and storing and throwing, for moving that makes you addled.*

*But fear not, dear friend, no matter when you move,
The rest of us are soon behind, with muscles that beg to be soothed.*

*Good luck, farewell and once again,
These honorable gloves are now on your hands.*

~Ernestine Clark

BRANCH SERVICES - Denyvetta stated the Manager's meeting which was scheduled for that afternoon had been cancelled, due to a lack of agenda.

She stated she had recently visited Choctaw Library and commented on the beautiful art collection.

IT - Jim provided an update on the Midwest City Library and current projects which are underway Downtown.

PUBLIC SERVICES - Judy stated they have been preparing for the upcoming move. She stated the Safety Committee will be posting minutes and a schedule of meetings for the year on the intranet. She also announced that Todd has been added into the chair rotation of the Safety Committee and he will be the Chair for next year.

MARKETING AND COMMUNICATIONS - Scott stated there was a story in the Oklahoman announcing the library's new logo. He also reminded everyone that he has proofs of the new business cards in his office. The deadline to proof the business cards has been sent out via email.

August 9 will be Library Night at the Ballpark. Scott recommended the Ad Team plan on attending. The Grand Prize drawing for Summer Reading will take place that evening at the Ballpark.

Scott also stated that Donna was recently featured in the Mid-City Advocate.

Marketing and Communications will make signage to be placed outside the RJN Downtown Library informing the public the library will be opening late summer. Signage will also be placed by the drive up book drop.

PLANNING - Kay was very pleased to announce the new Employee Development Coordinator will begin on June 7 and Teresa Goggins will be back half time beginning next Tuesday.

Kay gave an update on the progress of the R & R Committee.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
7	05/12/04	Donna	Email Ad Team members a list consisting of everyone in the MLS Mail program for the purpose of the Grand Opening, Ribbon Cutting event.	<i>Done</i>
<i>NEW</i>	05/26/04	Scott	MaC to create signage to be displayed outside the front entrance of the RJN DN Library and also at the book drop area...notifying of opening late summer.	