

# **METROPOLITAN LIBRARY SYSTEM**

## **Ad Team Minutes Meeting Date: June 9, 2004**

### **Present:**

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

### **Absent:**

Todd Olberding

### **CALENDAR WAS REVIEWED.**

June 22 ~ Dedication of the Rotary Fountain

June 23 ~ Ad Team meeting cancelled

July 19 ~ The DN Library will close

August 17 ~ Grand Opening of the Ronald J. Norick Downtown Library

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

### **REPORTS**

**MATERIAL SERVICES** - Karen stated they have been preparing for the move and finishing up the budget. They have finished packing up the basement. She will be meeting with Debra and her staff on the collection move.

**LIBRARY COMMISSION** - Donna stated the Long Range Planning and Finance Committee will be meeting that afternoon at Belle Isle Library.

**HUMAN RESOURCES** - Ric handed out four different examples of possible ID badges for employees, and asked the Ad Team to select their preferences.

**FINANCE** - Lloyd handed out budget figures to compare preliminary versus current budget figures. He also handed out a list of changes for the FY 04-05 budget, from the initial printing on 3-23-04. Lloyd asked for questions or comments. Discussion followed.

**DEVELOPMENT** - Ernestine thanked Lloyd for being very helpful to her and the other Development employees regarding the budget. She stated the Development Office has been busy packing and preparing for the move.

**OUTREACH** - Dana stated Summer Reading has began and they have had great turnouts. She handed out stats containing the first week numbers for the Children's and Teen programs.

Dana stated they will be doing a "Research Revolution" partnership with UCO.

She also announced *The Oklahoman* has volunteered to help design the "Read To Me" packets.

**BRANCH SERVICES** - Denyvretta stated she had volunteered at the Del City Library for the first day of Summer Reading. They had a great turnout. Signing up was easy and they had 13 Teen volunteers sign up for the summer. She also passed around an article on Summer Reading at the Midwest City Library.

**INFORMATION TECHNOLOGY** - Anne stated that Midwest City has been switched to the new telephone system. Next they will be working on Choctaw and then Edmond.

**PUBLIC SERVICES** - Judy stated they are all packed up and ready to move.

**MARKETING AND COMMUNICATIONS** - Scott handed out forms that need to be filled out with each Department's Logo Needs. They need to be completed and turned into MaC by July 1.

Scott stated the Downtown Grand Opening Ribbon Cutting will be August 17 at 11:00 a.m. A reception will follow for the first 2000 people. He informed the Ad Team of the events which are being planned for that week. A Book Pass from the old building to the new building will be on Friday, August 13 from 9:30 to 11:30 with 1500 people being invited. Saturday, August 14 at 6:30 p.m. will be the staff tour and reception. Each employee will be allowed one guest. This will be a business attire event and employees will need to RSVP. Ad Team members will be on each floor acting as tour guides.

**PLANNING** - Kay stated the new Employee Development Coordinator, Stacy Schrank started on Monday, June 7. Also, Teresa Goggins is back part time.

**MAINTENANCE** - Patrick stated they have been busy moving departments. He informed if anyone should happen to have any Janitorial needs to either send an email to Maintenance or call Karen Bray.

#### **ACTION ITEMS:**

Item #	Ad Team Date	Responsible Party	Assignment	Status
2	08/06/03	Donna	Status of OKC Capital Projects	<i>Done</i>
4	10/15/03	Donna	Begin work on mil levy	<i>Done</i>
7	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...notifying of opening late summer.	<i>In Progress</i>
8	05/26/04	Scott	MaC to create postcards for each department to mail out notifying vendors/others of new address.	<i>In Progress</i>