

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: August 18, 2004

Present:

Dana Morrow, Chair
Ric Rea
Todd Olberding
Jim Welch

Donna Morris
Judy Walden
Kay Bauman
Karen Marriott

Scott Carter
Ernestine Clark
Lloyd Lovely
Patrick Williams

Absent:

Denyvetta Davis

Anne Fischer

CURRENT ITEMS

- 1) Budget.** Lloyd explained the changes that were made in the final budget. Donna handed out copies of the MLS Budget Projections with current 5.2 Mills. She explained the document and noted the election has been changed to take place in the Spring of 2006 instead of Spring 2005.

CALENDAR WAS REVIEWED.

ACTION ITEMS WERE REVIEWED.

Item #	Ad Team Date	Responsible Party	Assignment	Status
14	07/21/04	Patrick, Lloyd, Judy	Come up with a timeline to set up the acution of surplus items.	<i>Done</i>
3	07/10/02	Scott	Bring a copy of the new bookmark adv. The homework help to Ad Team.	<i>Done</i>
9	06/04/03	Development, Marketing	Work on a brochure for what folks can help with in donations for the DN Library.	<i>Done</i>
11	10/15/03	Kay	Moving Committee (DN)	<i>Done</i>
15	07/21/04	Karen, Jim	Decide how the System Reserves stats can be presented to the Commission.	<i>In Progress</i>
16	07/21/04	Ad Team	Let Donna know if anyone in your dept. can operate the postal machine.	<i>Done ~ Crosstrain Admin staff</i>
2	08/07/02	Ernestine	Work up a standard for purchasing or naming library chairs in honor or memory of someone.	<i>In Progress</i>
<i>New</i>	08/18/04	Ad Team	Capitol Improvements	
<i>New</i>	08/18/04	Ad Team	Complete assesment of Capitol Hill needs for presentation to Long Range Planning Committee	

REPORTS

- ♦ **DELAYED UNTIL NEXT MEETING**