

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: September 1, 2004

Present:

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

Absent:

CURRENT ITEMS

- 1) Downtown Mail Problems.** Ernestine stated she had received several letters with blue markings on the envelopes, where it seems for some reason the mail that is sent to 300 Park Avenue, OKC, OK 73102 is being routed to a 73110 Post Office before actually coming to the correct post office. This is causing the mail to be delayed for several days before actually being delivered to the Library. Discussion followed and it was decided that for the next couple of weeks if any department receives any mail with the markings on the envelope, please send the envelopes to Ernestine. She will collect them for a few weeks before taking to the Post Office to address the problem.
- 2) Report from Policy Review Committee - "Introduction of the Personnel Classification Scheme."** Kay handed out copies of a draft revision to the Personnel classification scheme. Kay explained the new layout and asked for feedback regarding the document. Discussion followed.
- 3) MLS Draft Specification for Service Desks.** Judy handed out a draft of MLS Specifications for service desks. She explained how the document could be used by architects and furniture builders in the future. Discussion followed.
- 4) "Recap of Opening Week - What we learned."** Todd asked for any feedback of any comments or concerns that may have been addressed during Grand Opening week. Ad Team members commented on several different comments that were heard. Scott suggested possible having compliments collected and maybe use for future publications. Ad Team agreed. Scott will send an email to all correspondence to send in any stories regarding the RJN DN Library to Scott.

Donna commented on the overwhelming response to tours. She stated that Heidi Port will be sending out an email asking if there is anyone interested in helping out with tours. Any help will be greatly appreciated.

CALENDAR WAS REVIEWED.

SEPTEMBER 4 ~ SEPTEMBER FEST

SEPTEMBER 17 & 18 ~ FAMILY BOOK FESTIVAL
OCTOBER 11 ~ FOCUS
OCTOBER 16 ~ STAFF RECOGNITION
OCTOBER 29 ~ GOING AWAY PARTY FOR JUDY WALDEN

IT WAS ALSO STATED THE "FOOD FOR FINES" WILL BE IN THE MONTH OF OCTOBER. THE EXACT DATES HAVE NOT BEEN DECIDED. DENYVETTA WILL CHECK WITH THE LIBRARY MANAGERS FOR THE SUGGESTIONS ON DATES.

ACTION ITEMS WERE REVIEWED.

REPORTS

PUBLIC SERVICES - Judy stated Collette Hankins has transferred to the Downtown Receptionist position. She added that all staff will need to have their ID badges on at all times while in the building. If any employee in the 3rd floor offices has a visitor, the employee will be called to come and escort the visitor to the designated meeting place. Each visitor will need to sign in and will also be issued a visitor's badge. Judy also stated the phone at the loading dock is set to automatically call the receptionist when picked up. The receptionist will then notify the department of their delivery. She stated that if any department is going to be out of reach for a certain amount of time it is very important that they notify Collette when leaving and also upon returning.

PLANNING - Kay stated they will be posting the Summer Reading Survey very soon for customer feedback. They will be contacting customer's who participated in the Summer Reading program. The survey will be posted on the internet.

Kay also stated there will be an internal questionnaire posted on the intranet for employees to give their feedback on how useful the intranet info is and which items are of most importance to the employees.

Focus is October 11 at the Clarion. Stacy will be attending the next Ad Team meeting to provide more information on the upcoming event.

OUTREACH - Dana stated that more the 2800 children were read to during "Come Read with Me". She commented that Geri Price will be doing a presentation at the Commission meeting this month.

MATERIALS SERVICES - Karen stated Cataloging has a new system in their department to increase productivity.

She also mentioned thanks to changes in the new mail procedures, etc. ILL is caught up for the first time in 22 years.

They have been working on the ODL Report.

The Materials management workshop in October has been expanded from 2 to 3 half days.

MAINTENANCE - Patrick stated they have currently been working on the locks entering codes, etc.

MARKETING AND COMMUNICATIONS - Scott stated notecards with the new logo are available to anyone who needs them.

Summer Reading had 14,818 participants, which is 1,588 more than last year. Scott will be talking with staff on what is needed to increase the numbers for Summer Reading before setting a goal for next year.

The video from the Bookpassing is being finished up and it may possibly be shown at the next Ad Team meeting.

LIBRARY COMMISSION - Donna stated they are working on scheduling Pension Board meetings and will let the Ad Team know when the meetings have been confirmed.

IT - Anne stated that nine of the full service libraries have been switched over to the new telephone system.

Jim stated there has been a new feature added to CyberMars. When a customer logs on if they have any overdue material of 1 day or more an elephant appears on the screen notifying the customer of the overdue materials.

HUMAN RESOURCES - Ric stated they have been busy entering applicants and are currently backlogged.

BUSINESS OFFICE - Lloyd stated the old building will be vacated by the end of this month. The surplus sale is scheduled for September 18.

BRANCH SERVICES - Denyveta passed around a current copy of the new edition of the *MC Tattler* from the Midwest City Library.

She also read a compliment which was received from a patron of the Bethany Library.

The Reserves Task Force is planning another visit to Tulsa on October 5.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
6	01/08/03	Donna, Judy, Ric	Develop guidelines or a checklist to assist staff with issues related to the Patriot Act.	<i>Done</i>

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: September 15, 2004

Present:

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

Absent:

Ric Rea	Anne Fischer
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CURRENT ITEMS

- 5) **FOCUS 2004.** Stacy handed out information for FOCUS 2004, which will be Monday, October 11 at the Clarion Meridian Convention Center from 7:30 a.m. to 4:00 p.m. Included in the handouts were information on the speakers and also an agenda for that day.
- 6) **2005 Holiday Schedule.** Deferred until next Ad Team Meeting.
- 7) **Oct. 15 OCCF Reception.** Donna provided information for the OCCF Reception which is scheduled for Friday, October 15. There are an expected 200 to 300 people who will be attending. Invitations are being sent out to Friends, Endowment Trust, and Commission Board members. She asked for volunteers to attend and be stationed on each floor to answer questions or provide tours; Scott will follow up with an email for assigning positions.
- 8) **Oct. 23 Beck Associates reception & unveiling of Lee B. Brawner Conference Room.** Scheduled to begin at 4:00 p.m. There should be less than 100 people in attendance.

REPORTS

BRANCH SERVICES - Denvyvetta stated the Downtown Library is in need of assistance with shelving, sorting, and circulation control. She suggested having Ad Team assist in some shelving for approximately 1 hour each. Denvyvetta will coordinate group or individual sign ups.

Denvyvetta passed around a couple of Thank You notes that Karen Bays sent out to her staff at the Edmond Library.

She discussed the Edmond Library's parking issue and the actions that have been taken to make people aware that it is a library parking lot. Courtesy notes have been left on cars and the UCO website notifying students that tickets will be issue.

CONSTRUCTION MANAGEMENT - Todd stated progress is being made Downtown. He also stated they have had their first meeting with the architect for Capitol Hill and have met with Cataloging and Tech Processing to assess their needs.

DEVELOPMENT - Ernestine stated the Author Dinner will be Thursday, March 3, 2005 at the Oklahoma City Golf and Country Club.

FINANCE - Lloyd stated the surplus sale will be Tuesday, September 28. He suggested reviewing the surplus policy and bringing it up-to-date.

LIBRARY COMMISSION - Donna stated the new System Reserve Report has been included in the Commission packet.

She also stated they are trying to schedule a Library Retirement Pension Board meeting for November 3 and a joint Long-Range Planning & Finance Committees meeting to discuss the options available for Capital Hill, Tech Processing and Cataloging's building issues.

Judy's position will not be filled right away. Judy's Retirement Party will be October 29.

MARKETING AND COMMUNICATIONS – Scott stated the video of the bookpassing has been completed and he is making copies.

He noted that the Mayor of Laverne came downtown to show his appreciation for the shelving the System was able to donate to the Laverne Library; the entire community was thankful.

MAINTENANCE - Patrick stated they have been working on the locks and lighting issues.

Maintenance is in the processing of completing the odds and ends moving furniture in preparation of the surplus sale.

MATERIALS SERVICES - Karen stated they have been working on Cataloging and Tech Processing issues.

She also mentioned plans for the Northwest Library is approaching fast and work is being done to build that collection.

OUTREACH SERVICES - Dana stated they had a small attendance for the "Research Revolution". 70 people were in attendance for Olga Murray.

Dana also stated Our World Series will be October 1.

PLANNING - Kay stated that everyone needs to make sure their department is aware of FOCUS date, time, and place.

Donna, Kay, Ric, and Jimmy will meet to discuss training issues. She noted that if one person does not complete the required safety training it will jeopardize MSL's ability to get State aid.

Kay stated the ODL Poll Survey is complete. The Summer Reading Survey will be out soon. The Intranet Survey for employees is complete with 125 employee responses. The Policy and Procedures section on the intranet was determined to be heavily used by employees.

PUBLIC SERVICES – Judy gave a brief update of the PLDC meeting she attended. The discussion focused on how state aid is determined and if there needs to be a new formula for the amount of state aid consideration for small/municipal libraries

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
10	07/21/04	Karen, Jim	Decide how the System Reserves stats can be presented to the Commission.	<i>Done</i>

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: September 29, 2004

Present:

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

Absent:

Ernestine Clark	Anne Fischer
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Guests:

Marian LeCrone	Kim Rickey	Rita Pangborn
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CURRENT ITEMS

- 9) United Way Presentation.** Kim Rickey introduced Rita Pangborn, a loaned Executive for the United Way. Ms. Pangborn constructed a brief exercise and showed a video of how the United Way was able to help out a mother and son in need. The United Way of Central Oklahoma serves 7 counties. One gift through United Way helps more people in more ways than any single agency. One out of three central Oklahomans are helped by a United Way agency each year. When you give to one agency, you address one specific need. When you give to United Way, however, you help a variety of agencies address and solve complex issues ensuring that no one's needs go unmet. The United Way's goal this year is to raise 14.5 million dollars.
- 10) 2005 Holiday & Closing Schedule.** Ric explained the draft 2005 Holiday Closing Schedule. Several dates were discussed. The proposed calendar will be taken to Commission for approval in November.
- 11) "DN Help" Experience.** Ad Team members commented on their experience helping Downtown in reserves and shelving. Denyveta thanked everyone for their help and added she will keep everyone informed of any additional needs.
- 12) Staff Recognition.** Marian LeCrone attended the meeting to invite Ad Team to attend and help with the Staff Recognition Dinner, which will be October 16 at 6:15 at the Centre'. She asked for volunteers to introduce the Honorees. Discussion followed. It was decided that Denyveta, Scott, Dana, Judy, Todd and Karen will do the introductions.

Marian also invited Ad Team to join the Friends. Membership forms were handed out.

CALENDAR WAS REVIEWED.

OCTOBER 1 ~ BEGINNING OF THE 4TH ANNUAL CUSTOMER APPRECIATION MONTH
OCTOBER 15 ~ OCCF RECEPTION

OCTOBER 23 ~ LEE BRAWNER RECEPTION

OCTOBER 26 ~ JOINT LONG RANGE PLANNING & FINANCE COMMITTEE MTGS

ACTION ITEMS WERE REVIEWED.

REPORTS

PUBLIC SERVICES - Judy handed out copies of an article from the *Public Libraries Magazine*. The article titled "Considering Attitude and Values in Hiring Public Librarians" could be very helpful in the hiring process.

BRANCH SERVICES - Denyvetta passed around a "kudos" letter from a customer regarding staff at Del City Library.

She stated the System Reserve Task Force will be taking another trip to Tulsa to review their reserve process on Wednesday, October 6. They will be presenting the report to Donna and Ad Team in February.

CONSTRUCTION MANAGEMENT - Todd stated he has currently been working on several bid packets.

He also stated the alley work is beginning and there will be no unloading in the back alley. Deliveries will now be taken to the 1st floor Security Desk and Security will notify the Receptionist Desk.

Todd stated he met with Cataloging and Tech Processing last week and will be meeting again this afternoon.

FINANCE - Lloyd stated the auction for Downtown is complete. He has not received the final total.

Business Office is currently working on getting supplies transferred.

HUMAN RESOURCES - Ric stated that he and Dana will be meeting with the Arts Council next week to discuss "Opening Night".

IT - Jim stated Anne and Eddie Terry have been interviewing for PT Computer Operator.

Jim stated staff has been out installing software for a new serials system. They will be scheduling training for late in October.

LIBRARY COMMISSION - Donna stated there is a good chance the October Commission meeting may be cancelled. She will let Ad Team know by the end of the week.

Donna stated she and Karen attended the "Woman of the Year" awards gala last week.

Donna and Scott will be attending the Senatorial forum next week.

MARKETING AND COMMUNICATIONS - Scott stated *Food for Fines* will be October 17 through October 23. Nancy Lytle will be in charge, if any one has any questions. If

the Commission Meeting is cancelled Scott suggested sending an Information Report to the Commission notifying them of the *Food for Fines* event.

MAINTENANCE - Patrick stated they have been monitoring air filters to keep dust in the building to a minimal.
They are continuing to work on lock issues.

Patrick stated the Reserves Process is also a huge issue for Maintenance and if implemented the new process will help tremendously.

MATERIALS SERVICES - Karen stated they have began to receive the 50,000 music CD's.

OUTREACH – Dana handed out postcards for "Our World 2004".

She also commented on a nice letter from a Casady student that worked with the "Come Read With Me" program over the Summer.

PLANNING – Kay reminded Ad Team of FOCUS which will be Oct. 11.

Kay also explained the changes on the Outstanding Service Award nominations. She emphasized that it is a Peer Recognition Program. Nominees are nominated by their peers.

Kay has been working on the Policy ReClassification.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
11	8/18/04	Ad Team	Complete assessment of Capitol Hill needs for presentation to Long Range Planning Committee.	<i>In Progress</i>
12	8/18/04	Scott	Send follow-up email for assigning positions for OCCF Reception.	<i>In Progress</i>