

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: October 13, 2004

Present:

Ric Rea, Chair
Todd Olberding
Patrick Williams
Anne Fischer

Donna Morris
Judy Walden
Kay Bauman
Dana Morrow

Denyveta Davis
Karen Marriott
Lloyd Lovely

Absent:

Ernestine Clark

Jim Welch

Scott Carter

CURRENT ITEMS

- 1) OCCF Reception on 10-15-04.** The upcoming OCCF Reception was discussed. Donna handed out copies of staff assignments and asked for any suggestions. Assignments were made and Lori will email the updated info to Ad Team.
- 2) Receiving deliveries and visitors on the 3rd floor.** Judy stated small packages are being brought to the 3rd floor reception desk and Colette is notifying the person or persons of whom the delivery is for to come and retrieve the packages. Judy stated the procedure seems to be working well and considered in the future the possibility of all small deliveries coming through the front door security to the 3rd floor reception desk. Judy also stated any employee who has a visitor is called and the employee comes to the reception area to greet the visitor and escort them to the appropriate office. In addition, employees need to be sure to escort the visitor back out to the reception area afterwards.
- 3) Status Report on the 211 service for Oklahoma.** Judy stated the Legislature has passed the 211 service for Oklahoma. 211 provides information on community services. It was very beneficial to Florida during the recent hurricanes. Kelley Riha will be attending the 211 meetings for the library.
- 4) "Code Adam".** Ric stated "Code Adam" is a nationwide program sponsored by the Alliance for Missing Children. He presented a video, which gave an example of how the "Code Adam" program is utilized. Ric suggested possibly implementing the program for the library system, so there would be standard procedures to follow in the case of a missing child. Ad Team agreed. Discussion followed. It was decided that Ric, Debra Spindle, Denyveta and Patrick would work on establishing a plan and proper training for Downtown Staff. The plan would then be introduced at a Manager's meeting to be implemented at the other libraries.

CALENDAR WAS REVIEWED.

OCTOBER 26 ~ JOINT LONG-RANGE PLANNING & FINANCE COMMITTEE MTGS. @ BI

ACTION ITEMS WERE REVIEWED.

REPORTS

BRANCH SERVICES - Denyveta provided information on some of the events that the different libraries are sponsoring for Customer Appreciation Month.

CONSTRUCTION MANAGEMENT - Donna and Todd are working on the assessment of needs for the Capitol Hill Library to present to the Long-Range Planning Committee.

FINANCE - Lloyd stated the Business Office is back to standard operations. The surplus sale brought in a gross of approximately \$21,500.

IT - Anne stated they are preparing for the re-wiring at Village. She also stated the new serials software is currently being installed and training will be beginning by month end.

MAINTENANCE - Patrick stated utilities have been shut off at the old Downtown Library. He also stated they have been in the process of starting up the heat at the Libraries.

OUTREACH - Dana stated they had met with the Arts Council regarding "Opening Night". Since the Dinosaur is going to be here by Thanksgiving and it will pretty much take up most of the space in the Atrium, Dana asked about the possibility of having the Café cleaned out by "Opening Night" for the Arts Council use. Todd stated he didn't think that would be a problem.

Dana also stated they received a request from Capitol High School. Capitol Hill would like to send their Junior's and Senior's to the Library to learn how to properly use the Library and it's Resources. They are currently looking to do this in January.

PLANNING - Kay stated they are in the process of going through the evaluations from FOCUS. They will be summarizing and sharing the results with staff. Ad Team applauded Planning on doing such a great job at FOCUS.

Kay stated the Summer Reading survey ends Monday and then the Summer Reading survey for staff will be posted.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
<i>NEW</i>	<i>10/13/04</i>	<i>Ric, Patrick, Denyveta, Debra Spindle</i>	<i>Establish a plan and implement "Code Adam"</i>	
<i>12</i>	<i>8/18/04</i>	<i>Scott</i>	<i>Send follow-up email for assigning positions for OCCF Reception.</i>	<i>Done</i>

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: October 27, 2004

Present:

Ric Rea, Chair
Todd Olberding
Patrick Williams
Anne Fischer
Scott Carter

Donna Morris
Judy Walden
Kay Bauman
Ernestine Clark

Denyveta Davis
Karen Marriott
Lloyd Lovely
Jim Welch

Absent:

Dana Morrow

CURRENT ITEMS

5) Dinosaur Update. Scott stated the Dinosaur from the Sam Noble Museum will be here the first or second week of December. The Dinosaur will be displayed in the atrium and we can have it for up to one year.

6) Reorganization Update and Administrative Reporting Procedure. Donna stated no decision has been made regarding Judy's position. Beginning Monday, November 1, any one who would normally report to Judy will tentatively need to report to Donna. Donna will sign off on any requests or anything that Judy would normally sign.

ACTION ITEMS WERE REVIEWED.

REPORTS

PUBLIC SERVICES - Judy stated she has been preparing for her upcoming Retirement. She has been cleaning out her files and passing on projects. Lloyd presented Judy with a "Recycling Kit" which he stated may come in handy in her upcoming retirement. Ad Team applauded Judy on her success with MLS.

CONSTRUCTION MANAGEMENT - Todd stated the Long-Range Planning Committee Meeting had gone well.

He is continuing work on bid packages, and working on some Downtown issues.

DEVELOPMENT - Ernestine stated a couple of meetings have been scheduled between the Junior League, Donna and herself. They will meet the evening of November 3 and the afternoon of November 17.

There will also be a luncheon November 5, Irma Elliott and Sarah Hogan are putting together.

FINANCE - Lloyd stated it is time to order desk calendars for next year. They will be setting a table up in the storage room next to the Accounting Office to sort calendars prior to delivery.

Lloyd passed around a brochure of examples of the new Driver's Licenses that are being issued.

He also stated that beginning Thursday, October 28 the "Check 21" Bank Law will go into effect. This will allow financial institutions to exchange electronic images of consumers' checks rather than transporting the actual paper checks around. As a result, checks that consumers' write are likely to clear faster than before, so there will be less "float" between the time a check is written and when funds are debited from the account.

HUMAN RESOURCES - Ric stated they are proceeding with the Core Competencies Test, which will be used to test current MLS employees.

Roy has been busy going out to different libraries to issue new MLS ID Cards.

Ric has been busy working on security issues for different events that are being held at the Downtown Library.

IT - Anne stated they have been busy installing new anti-virus software on computers. Before the new software can be installed, the other software has to be manually uninstalled. The new software will help IT tremendously and should cut down on a lot of the technical calls they are receiving regarding spyware.

LIBRARY COMMISSION - Donna stated the Long-Range Planning meeting went well. Lori will be sending the documents', which were presented at the meeting to the Library Commission Members.

There are two upcoming Library Retirement Pension Board Meetings, November 3 and November 10. Donna will resend a memo that was sent earlier in the year regarding the retirement plan.

Donna stated the November Commission Meeting will be at Edmond.

She also stated events at the Downtown Library have gone smoothly and thanked Ric and Patrick for their help with Security and Maintenance issues.

MARKETING AND COMMUNICATIONS - Scott stated they received 5.8 tons of food during the "Food for Fines" campaign.

MAINTENANCE - Patrick stated Maintenance has been spending about 3 or 4 days a week going and boxing up and picking up food from the libraries, which were received during "Food for Fines".

They are continuing to winterize at the different libraries. The fountain at the Downtown Library will be shut off manually anytime the weather drops below 35 degrees. The lights will be left on during those times to keep the pipes from freezing.

MATERIALS SERVICES - Karen stated they have been working on the Holocaust collection for the upcoming Holocaust events at the Library.

She also commented on an article, which was in the Library Journal regarding growth and reserves.

PLANNING - Kay expanded on Ric's report of the Core Competencies testing and stated current employees will be tested in November. The testing will be anonymous and will test on customer service skills. The test will be used in the future as a tool in the hiring process.

Kay stated the results from the OU Poll will be posted soon.

BRANCH SERVICES - Denyveta stated she had attended the Living Leadership Teleconference at the Convention Center last week. The conference was very interesting and a lot of good and useful information was presented.

Denyveta stated the System Reserve Task Force plans to make a presentation to Donna in mid January, then to Ad Team in February and at the Manager's Retreat the last Wednesday in February.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
<i>NEW</i>	<i>10/27/04</i>	<i>Scott, Donna</i>	<i>Annual Report</i>	<i>In Progress</i>