

# **METROPOLITAN LIBRARY SYSTEM**

## **Ad Team Minutes Meeting Date: November 10, 2004**

### **Present:**

Lloyd Lovely, Chair  
Todd Olberding  
Patrick Williams  
Anne Fischer  
Scott Carter

Donna Morris  
Dana Morrow  
Kay Bauman  
Ernestine Clark

Denyveta Davis  
Karen Marriott  
Ric Rea  
Jim Welch

### **Absent:**

### **CALENDAR WAS REVIEWED.**

November 11 ~ A & P Committee Meeting

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

It was decided the Action Items layout would be changed to reflect a timeline of when each Action Item could be anticipated to be finished or updated.

### **REPORTS**

**DEVELOPMENT** - Ernestine stated the Junior League Meetings have gone well. She asked for anyone who has interesting facts or information regarding an individual library to send her an email. The Endowment Trust would like to hear about the great things that the Library is able to do with the money they contribute to the Library System.

**FINANCE** - Lloyd stated the Business Office now has a main phone number. If calling from outside the system, you would dial 606-3791. If calling from inside using the new phone system, you would just need to dial 3791. Frank will be the primary contact for that number.

Lloyd also stated he attended the Staff Association meeting last week, and will be attending the Library Retirement Pension Board Meeting this afternoon.

**INFORMATION TECHNOLOGY** - Anne showed Judy's Retirement video.

**LIBRARY COMMISSION** - Donna stated the Library Retirement Pension Board Meeting would be this afternoon at 3:30 and the A & P Committee will be meeting tomorrow at 3:30. She stated the November Commission meeting will be at Edmond Library.

**MARKETING AND COMMUNICATIONS** - Scott stated that there has been a change made with the Metro Library Magazine. Beginning in January the magazine will be published quarterly instead of monthly. The calendar of events, which is usually, published in the magazine, will be published separately and will continue to be sent out monthly.

**MAINTENANCE** - Patrick stated they are continuing to work on the door lock issues. He also stated they are still working out the issues with temperature changes and the heating and air. He asked that if anyone is experiencing any problems to continue to send in help requests.

**MATERIALS SERVICES** - Karen stated they are finishing up the Collections workshop. Today is the final day.

**OUTREACH** - Dana stated Outreach staff has been busy planning next summer's events. The theme is going to be "LOL" (Laugh Out Loud). She also stated the "Winter Tales" workshops will be here the first weekend in February.

Dana announced that LaVetta has returned.

**PLANNING** - Kay stated the Training Needs Assessment testing has begun. She stated that individuals who took the test a couple of years ago could choose to take the test again.

She also stated Xchange will be here at the Downtown Library, Monday, November 15.

The Summer Reading Survey for Public Service staff is currently posted on the Intranet. Results should be out at the end of this month.

The Rewards and Recognition committee is creating a survey to gather info on how people perceive recognition.

**BRANCH SERVICES** - Denyvetta stated she had the opportunity to have lunch with Don Updegrove yesterday. He sends his best to everyone.

She stated the Manager's would be meeting this afternoon at Choctaw at 1:30.

**CONSTRUCTION MANAGEMENT** - Todd stated he is continuing to work on bid packages. He stated progress is being made on the back loading dock.

Frank is gathering information for the Café. They are planning to have the bid out in January. Anyone with questions, call Todd or Frank.

### **ACTION ITEMS:**

Item #	Ad Team Date	Responsible Party	Assignment	Status
1	07-03-02	Dana	MLS Guidelines for Children & Family Services	<i>Done</i>
2	08-07-02	Ernestine, Donna	In Progress	<i>Remove</i>
3	07-17-02	Scott	Work on a brochure that can be handed out to customers re: library card	<i>In Progress ~ To be completed by end of year</i>
4	06-05-02	Todd	Bring Ad Team any recommendations on our Emergency Disaster Plan.	<i>By 03-05</i>
5	08-14-02	Todd	Have a committee develop	<i>In Progress ~ By</i>

			standardized system-wide internal signage.	<i>07-05</i>
6	05-21-03	Todd	Write a proposal for outside signage systemwide	<i>On hold ~ By 1-31-05</i>
7	09-17-03	Ad Team	Library Internet Filtering Policy	<i>In Progress ~ By 03-05</i>
8	12-10-03	Kay, Scott, Buddy	Establishish a plan for preserving MLS Historical Docs	<i>In Progress ~ By 07-05</i>
9	02-04-04	Donna	Donna will check with Bill Comstock re: volunteer background checks.	<i>Done</i>
<i>10 &amp; 11 Combine</i>	08-18-04	Ad Team	Review Capitol Hill Improvements & present to Long Range Planning Committee	<i>In Progress ~ By 02-01-05</i>
12	09-15-04	Donna, Kay, Ric, Jim	Meet to discuss training issues for eligibility of state aid	<i>Remove</i>
13	10-13-04	Ric, Patrick, Denyveta, Debra Spindle	Establish a plan and implement Code Adam.	<i>By 01-31-05</i>
14	10-27-04	Scott, Donna	Annual Report	<i>By 01-05</i>
<i>NEW</i>	<i>11-10-04</i>	<i>Ad Team</i>	<i>Review Ralph Ellison Capitol Improvement</i>	<i>By 07-05</i>

# **METROPOLITAN LIBRARY SYSTEM**

## **Ad Team Minutes Meeting Date: November 24, 2004**

### **Present:**

Lloyd Lovely, Chair  
Todd Olberding  
Ric Rea

Donna Morris  
Dana Morrow  
Kay Bauman

Denyvetta Davis  
Anne Fischer

### **Absent:**

Jim Welch  
Scott Carter

Ernestine Clark  
Patrick Williams

Karen Marriott

### **NEW ITEMS**

Ric Rea discussed "spin off" items resulting from the organizational change. He reminded everyone that many items in the P & P would need to be updated to reflect the job and title changes. The emergency operating plan, including the list of system administrators, will need to be updated immediately. It was asked that all Ad Team members review the specific parts of the P & P that apply to them and send any changes to the P & P.

### **CALENDAR REVIEW.**

Last meeting of month; no review.

### **ACTION ITEMS REVIEW.**

No discussion.

### **REPORTS**

**FINANCE** - Lloyd mentioned that he has received complaints that the Libraries 'and the Library System's information listed in the telephone directory is incorrect. It was decided that MaC would try and correct the problem.

He stated that the College Consortium has been sent its first bill and that there are still some glitches in the process that need to be worked out. He is working with Gary Davidson. He noted that Laurie Mack-Clark has access to the MLS Meeting Room Manager to create a monthly or quarterly report on the Consortium's use of meeting rooms.

He concluded by stating that he is working on new additions, updates, and corrections to the P & P.

**HUMAN RESOURCES** – Ric stated that during the last legislation, a item was passed requiring an employee loyalty oath; he stated he would research it further to see how or if it will effect the System.

Ric presented the 2005 Library Holidays and Closings Schedule; approved at the last Commission meeting.

**INFORMATION TECHNOLOGY** – Anne stated that the system reserves pull at the libraries should have started today. They are still working on a few "glitches" which should be resolved by Monday at the latest.

The 160 new computers should start arriving by December 6<sup>th</sup> and the IT dept. will begin by replacing all the Gates computers and the staff computers that are on this years' rotation schedule. They will try to save as much of the children's software from the old Gates' computers as possible to use on the new computers. Some of the old programs are not even available anymore.

Anne mentioned the storage issue involved with having 160 computers delivered and the space needed to complete the initial set-up programming on each computer. It was decided that the secure hold area of the loading dock needed to be emptied and made available to the IT dept.

In addition, they are beginning the set-up for a wireless network.

Kay Bauman mentioned that a policy concerning the wireless network would need to be written and taken to Commission by March 2005 for approval.

**LIBRARY COMMISSION** – Donna stated that Finance Committee or Commission action would be needed to address the sale of the old downtown library building. She stated that the System's attorney has been researching and reviewing the original bond package verbiage on this issue.

She asked if the System has received commitment from E-Rate. Anne stated that the process started again in November, however, as they pay the unfunded from the previous year first, it may be awhile.

January 11, 2004 is the next scheduled meeting of the Library Retirement Pension Board. Prior to that meeting a poll of the eligible System staff will be conducted to garner their opinions of the proposed options for changes to the Pension Plan.

**MARKETING AND COMMUNICATIONS** – N/A

**MAINTENANCE** – N/A

**MATERIALS SERVICES** – N/A

**OUTREACH** – Dana stated that the Outreach dept. has been inundated with requests from the OKC public school system to have large groups come through and be taught 'what we have' & 'how to use' the various databases.

Dana mentioned a problem that occurred last week; all the projector screens had been changed to a key lock without staff being made aware of where the keys were or who to contact for this information. This resulted in the System looking inadequate when it hosted a teacher's class and couldn't access the projector screen.

Dana commented on the reoccurring issue of 'How best to serve those from outside the System without sacrificing services to System residents' and the time & costs

associated. Donna mentioned that Desire Webber, minority leader, is asking for a review of the state aid funding formula to be expanded or changed.

She suggested that we define how we want tour requests, to be noted for statistical purposes, in the meeting room manager. Reservation rules, tour guidelines, etc. Denyveta Davis stated that she would request the Library Managers to come up with a plan at the next managers meeting.

Dana continued by stating that the 211 link is ready to be put on the Internet.

She stated that Heidi Daniel-Morgan is working with the juvenile detention center in helping the teens to find enjoyment in reading and talking about what they have read. She has had tremendous success. Many of the teens are asking to keep the books as well. Dana asked if we may provide a bookshelf so they may have a "library", it was decided that a bookcenter bookshelf would meet their need.

Dana announced that she, Debra, and Ernestine are currently working on a grant proposal to the In As Much Foundation for the Read To Me program.

She stated that the Junior League provisionals that met at DN last week have affirmed their 10-year literacy goal for the community and have offered to read to children. They have also offered to help with book drives to provide books for these children.

**PLANNING** – Kay Bauman stated there is no new news to report.

**BRANCH SERVICES** – Denyveta remarked on attending the grand opening of the Clinton Presidential Library in Little Rock. She said there were lots of activities and tons of great library information being shared.

She shared a variety of kudos from customers on library personnel and services. She mentioned that the Edmond Sun had an exceptional article on the American Girls coalition.

Denyveta announced that Randy Wayland has received his level 4 certificate as a Public Librarian in the state of Oklahoma through ODL.

**CONSTRUCTION MANAGEMENT** – Todd stated that there was not much to report. Security issues are making progress. The storage issues of DN maintenance items, DVS's back storage, new computer security storage, DN janitorial supplies, and other storage needs will need to be addressed.

Todd commented on the Safety Committee and the need to define its purpose and members. He is to review policy and then come back with recommendations.

**DEVELOPMENT** – N/A

**ACTION ITEMS:** Not reviewed.