

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: December 8, 2004

Present:

Anne Fischer, Chair
Todd Olberding
Ric Rea
Jim Welch

Donna Morris
Dana Morrow
Kay Bauman
Ernestine Clark

Denyvetta Davis
Anne Fischer
Karen Marriott
Patrick Williams

Absent:

Scott Carter

CURRENT ITEMS

- 1) FY 06 Budget Planning Schedule.** Lloyd handed out copies of the 2005-2006 Budget Schedule along with copies of the 2004-2005 Budget Schedule for comparison. He stated the main change is the dates in which the Program Managers enter budget requests.
- 2) "Opening Night".** Ric gave updates on "Opening Night". He stated the Arts Council has requested to use the Café site as a Hospitality Suite for their volunteers. A Maintenance Technician will need to be present for the evening. The Arts Council will be providing security. Ric will send out an email when he receives more information.
- 3) Loyalty Oath.** Ric stated State Law requires each employee to sign a Loyalty Oath. Discussion followed regarding the consequences of any employee refusing to sign the Loyalty Oath. Ric will find out who administers the oath and will talk to Gayle with Crowe & Dunlevy. He will then follow up with any new information he receives.
- 4) Inclement Weather.** Donna handed out copies of the current Inclement Weather Calling List's. She stated that each person needs to review their list and send back to her to be updated by Wednesday, December 15. She would like to have a complete copy with everyone's information and the designated back ups.
- 5) Review 2005 Ad Team Calendar & Assignment of Meeting Chair's.** Donna handed out a copy of Ad Team dates for 2005. She stated she will be assigning chairs for each month and then will send out an updated calendar.

CALENDAR REVIEW.

Dec. 22 ~ Ad Team Meeting Cancelled.

Jan. 14-19 ~ ALA Midwinter Meeting, Boston

ACTION ITEMS REVIEW.

REPORTS

INFORMATION TECHNOLOGY – Jim stated they will be having their first wireless meeting with Chickasaw this afternoon. Kay is working on drafting a policy. They have also been looking at updating the Raiser's Edge program.

He also stated he has met with Patrick, Lloyd, Anne and Karen Bray to discuss a Computer Maintenance Management System to take to the Commission for approval.

Tech Processing Software is being looked at and a new prototype is being developed.

Three new servers have been purchased.

Anne stated they have received the commitment from E Rate for the year and everything was approved as submitted.

LIBRARY COMMISSION – Donna stated the Commission Meeting will be here at the Downtown Library tomorrow and will be meeting in rooms E & F on the 4th floor.

Donna commented that she has received positive feedback about the reorganization changes that have been made. She will be meeting once a week with the Deputy Executive Directors. She is open to any suggestions or ideas.

MAINTENANCE – Patrick stated he has ordered 40 cases of ice melt and will distribute to the libraries. He will look into ordering plastic containers with lids to store the ice melt in.

The lights have been changed to come on at 7 a.m. instead of 6 a.m.

Patrick handed out a quick response direct number information sheet for contacting Maintenance.

DEVELOPMENT – Ernestine stated Marian has been busy working on Friends Memberships.

She commented on the great turnout of donations by employees for the Warm Hands and Warm Feet drive.

Ernestine also stated Fundraising for the Author Dinner is now underway.

MATERIALS SERVICES – Karen visited with Dana and her staff yesterday.

Karen is working on the guidelines for DVD Service which is scheduled to begin next fall.

OUTREACH – Dana stated Tim Tingle won *Oklahoma Reads Oklahoma* with his book "Walking the Choctaw Road".

Dana stated that there will be scheduled tours of the Library 3 times a week.

PLANNING – Kay stated the laptop for Planning is still missing.

She stated they have received a few positive comments on the policy re-classification.

Roy, Stacy and Kay have watched the Customer Services video and are trying to determine how to implement it and use in the hiring process. They will also be looking into the results to find what areas of training may be needed for current employees.

BRANCH SERVICES – Denyveta stated she has finished the first draft of the report from the Reserve Task Force regarding the system reserves process. Downtown will be testing some different carts.

CONSTRUCTION MANAGEMENT – Todd stated he is currently working on the bid package for the security system, Capitol Hill project, and the Carpet issues at Midwest City.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
9	10/13/04	Ric, Patrick, Denyveta, Debra Spindle	Establish a plan and implement Code Adam.	<i>In Progress</i>
11	11/24/04	Marketing	Correct problem of incorrect info listed in telephone directory	<i>Remove</i>
14	11/24/04	Ric	Research “employee loyalty oath” legislation to see how it will affect the System.	<i>In Progress</i>