

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: January 5, 2005

Present:

Ernestine Clark, Chair	Patrick Williams	Jim Welch
Todd Olberding	Dana Morrow	Anne Fischer
Ric Rea	Kay Bauman	Karen Marriott

Absent:

Donna Morris	Denyveta Davis	Scott Carter
--------------	----------------	--------------

CURRENT ITEMS

- 1) "Opening Night" update.** Ric stated there was a great turnout for "Opening Night". Each performance after 7:00 p.m. was maxed out in attendance. Dana will add the attendance numbers into the Meeting Room Manager program. The Hospitality Suite also went well for the Arts Council. It was discussed and decided that it would be a good idea to use the door counters for next year's events.
- 2) Tip Cards.** Ernestine stated the Endowment Trust has requested some sort of wallet sized card with interesting facts about the Library and what the Endowment Trust has helped with in their donations. Ernestine stated she has discussed this with Scott and he has agreed to create a "Tip Card" with about 10-12 interesting facts about the library system. Discussion followed and it was decided that the Ad Team would like to see the draft and be able to have input regarding some interesting facts. It was pointed out that such a card would be useful not only for the Endowment Trust to point out good things about MLS to others, but also for any MLS staff speaking to groups. Additionally, as we get closer to a library election, such a tips card could be produced for everyone---Friends, Commission, Trust, staff---to help spread the word to "vote yes and here's why..."

CALENDAR REVIEW.

Jan 5 ~ Lunch & Learn Series postponed
Jan 5 ~ Young Adult Meeting cancelled
Jan 10-12 ~ Pension Poll Meetings
Feb 21 ~ XChange Meeting

ACTION ITEMS REVIEW.

No Changes were made

REPORTS

HUMAN RESOURCES – Ric stated payroll this week will reflect the 3% Market Adjustment.

Karyn Miller's last day will be January 14. She has requested that there not be any retirement party.

INFORMATION TECHNOLOGY – Anne stated they have been busy installing new computers. The equipment for the wireless network will be on the upcoming commission agenda for approval of purchase. The Internet Policy is being updated to reflect the wireless network policies.

The Lost Leave requests for 2004 are being reviewed.

MAINTENANCE – Patrick stated that they have developed zones for each Maintenance Technician. Each Technician will have a designated zone. There will be 5 zones.

There will not be any mail deliveries today due to the inclement weather.

OUTREACH – Dana stated they have been preparing for the upcoming Adult Services and Children's Services retreats.

Subway has announced they will sponsor the Young Adult program this summer.

LIBRARY OPERATIONS – Kay stated she has been busy with Appraisals and Unusual Incident Reports.

CONSTRUCTION MANAGEMENT – Todd stated he has been working on bid packages for the carpet and paint at Midwest City.

The commercial kitchen equipment has been delivered and installation will be scheduled. It was stated the equipment should be listed in the Meeting Room Manager with the room that it will be set up in. This will be valuable information in booking Meeting Rooms. Todd will pass the information on the equipment to Debra Spindle. Jim & Debra will work together on adding the information to the Meeting Room Manager.

Todd stated he is also working on the Capitol Hill project. He hopes to be able to present the information to the Long Range Planning and Finance Committee's at the end of January or February.

DEVELOPMENT – Ernestine stated they have been busy working on the Author Dinner and other committees of the Endowment Trust. Dana asked Ernestine how it is decided on what the Endowment Trust designates the donated money towards. Ernestine stated that Donna will take into account anything needed and will decide on what the top priorities are.

Ernestine stated she will be coming in late at the next Ad Team meeting on January 19 so Karen Marriott will be chair for that meeting.

FINANCE & SUPPORT – Lloyd stated they have been busy working on many different projects.

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: January 19, 2005

Present:

Karen Marriott, Chair	Patrick Williams	Jim Welch
Todd Olberding	Dana Morrow	Anne Fischer
Ernestine Clark	Kay Bauman	Lloyd Lovely
Denyveta Davis	Scott Carter	

Absent:

Donna Morris	Ric Rea
--------------	---------

CURRENT ITEMS

- 3) **Timetable for completion of Capitol Projects.** Todd, Patrick and Lloyd met to discuss items from Account 450. Lloyd handed out copies of the FY05 Budget for Acct 450. He also handed out a status sheet for responsible parties to review and propose a completion date. The status sheet was discussed.
- Item #'s 7 & 16 ~ done as of 8-31-04.
 - Item # 10 ~ In Progress.
 - Item # 12 ~ add Kay as a responsible party.
- Lloyd will update and bring monthly to the Ad Team Meetings.
- 4) **Library Tip Sheet.** Scott handed out and explained the draft Tip Sheet. The Tip Sheet was an example of the tips for the Endowment Trust. Another tip sheet is being created for MLS staff to refer to when needed. Many suggestions were made on what to include on the Tip Sheet. Denyveta suggested adding something regarding system reserves. Dana suggested including *Come Read with Me* statistics from 2004, also some information on the Author Dinner. Scott stated if anyone has any more suggestions to email him.
- 5) **Results of Training Needs Assessment.** Stacy handed out copies of the overall results from the Training Needs Assessment. He explained the breakdown of the results from the different categories. Stacy stated the information has been posted on the intranet and encouraged Ad Team to review and explain results to employees. If anyone has questions, please contact Stacy.

ACTION ITEMS WERE REVIEWED.

REPORTS

IT – Anne stated they have recently upgraded call manager on the new phone system. The change will now allow each phone to be individually set for a certain amount of rings before rolling over to voicemail. The change over has been a lengthy process.

Jimmy has been working on compiling the information from the pension poll for the Pension Board.

MARKETING AND COMMUNICATIONS – Scott stated the Annual Report is at the printer. The Book sale printing is complete. They are currently filling orders on stationary.

MAINTENANCE – Patrick stated the guards are finished on the loading dock.

He also stated the trucks are ready for the Spoticus logos which are being provided from the Friends of MLS.

MATERIALS & OUTREACH – Karen stated she has been working with Managers on the upcoming Budget process. She has also been collecting information for the Capitol Hill project.

OUTREACH – Dana stated they are currently working on requesting a grant for the *Come Read with Me* packets.

She commented on the recent Adult Programmers retreat, and also stated “WinterTales is going to be here on Feb. 4.

LIBRARY OPERATIONS – Kay stated she has been handling a large amount of unusual incident reports.

Mike has sent out the Summer Reading Survey. It is also posted on the Intranet.

BRANCH SERVICES – Denyvetta stated she attended the ALA Midwinter meeting and will make a report on it at the next meeting.

CONSTRUCTION MANAGEMENT – Todd stated the kitchen equipment has arrived.

He is continuing to work on bid packets for carpet and paint projects at Midwest City.

DEVELOPMENT – Ernestine stated they have been busy preparing for the upcoming Friends Booksale. They have had a large amount of response on volunteers.

Heidi has been very busy with screening volunteers.

FINANCE & SUPPORT – Lloyd stated that he will be sending an email out for people to reply on who in their offices are authorized to sign RFP’s and invoices. He will need this information documented and from every department.

Lloyd also complimented on how employees have been keeping their work areas clean.

HUMAN RESOURCES – Lloyd spoke for Ric in his absence. He stated the College Consortium is open for classes a few days that the library is not open. There are security issues on occurrences like this. It was also questioned if the consortium could have access to the MLS on line forms for unusual incident reports, etc. It was decided these issues need to go to Donna for her decision, but forms could be printed for the consortium without them having access to the MLS Intranet. It was also noted the library’s hours of operation are available on the Internet.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
1	10/27/04	Scott, Donna	Annual Report	<i>At the printer</i>
11	11/24/04	Denyveta	Request the Library Managers define how we want tour request to be noted in Room Manager, for statistical purposes. <i>Dana will meet with Debra Spindle. Denvyvetta needs more information.</i>	<i>Report date changed to 03-01-05</i>
13	11/24/04	Todd	Review policy re: Safety Committee and make recommendations re: purpose and members	<i>Complete – Remove</i>
3	5/21/03	Scott, Todd	Write a proposal for outside signage system wide. <i>MaC will go out and take photos of the existing libraries.</i>	<i>Report date changed to 02-28-05</i>
7	6/5/02	Todd	Bring Ad Team any recommendations on our emergency disaster plan	<i>Remove ~ Safety Committee has taken over.</i>
10	8/14/02	Todd	Have a committee develop standardized system-wide internal signage.	<i>Remove; Standardization of the signage will be addressed at C H, RE & SO as part of the OKC bond package. Funding for the other libraries will need to be addressed separately.</i>
12	11/24/04	Ric, Lloyd	Research “employee loyalty oath” legislation to see how it will affect the System. <i>Research has been done & the Loyalty Oath is mandatory.</i>	<i>In Progress</i>