

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: February 2, 2005

Present:

Dana Morrow, Chair	Patrick Williams	Jim Welch
Todd Olberding	Karen Marriott	Anne Fischer
Donna Morris	Denyveta Davis	Lloyd Lovely

Absent:

Scott Carter	Ric Rea	Kay Bauman
Ernestine Clark		

CALENDAR WAS REVIEWED.

ACTION ITEMS WERE REVIEWED.

- # 11 DONE
- # 9 REMOVE

REPORTS

MAINTENANCE – Patrick stated he has been working on Capitol Improvements. The janitorial services are being reviewed.

MATERIALS & OUTREACH – Karen stated she had attended Bethany's 40th Anniversary on Sunday. There was a very good turnout.

Karen also attended the Summer Reading Committee meeting.

OUTREACH – Dana stated she was pleased with the outcome of the Summer Reading meeting.

Dana reminded everyone Wintertales will be here on Friday, February 4.

BRANCH SERVICES – Denyveta stated there was some Health safety issues brought up at a previous Managers Meeting. Employees will be cleaning headphones daily and need necessary supplies. The cleaning will need to be done with some type of disinfectant or wipe. Also requested was Kleenex and Lotion. Denyveta will check with Kay on those requests. Patrick will research and get some information on the best solution for disinfectants or wipes.

Denyveta provided updates on the recent ALA Midwinter Conference in Boston. The basic themes this year were recruitment and advocacy. She attended a recruitment forum and a forum for the 2 presidential candidates for ALA.

The Managers Retreat will be February 23 at Java Dave's at 10:00. There will be a presenter who will be speaking on gang awareness.

Peggy Cook with the Pioneer Library System will attend the Managers Meeting in March.

Lloyd suggested MLS host a library conference here in OKC. Many comments were made and decided that was a good suggestion and something that should be looked into considering for the future.

CONSTRUCTION MANAGEMENT – Todd stated Carpet and Painting Bids at Midwest City are out.

He has been working on the Capitol Hill assessment and met with Jim Davis yesterday. They are looking at some different scenarios.

Todd stated he has also been working on the Downtown Security bid package.

The installation of the kitchen equipment Downtown was finished last week.

FINANCE & SUPPORT – Lloyd stated the Budget process will begin on February 15. He will send notice out to all supervisors via email.

IT – Anne stated she has been busy providing support to the Consortium. There have been several issues with the video conferencing. She has spoken to Chickasaw and has made some changes to the firewall. So far it seems to be working.

Jim stated the Library Retirement Pension Board has met and reviewed the staff survey. A confidential envelope will be sent to each current full time staff member who is a participant in the library system's retirement plan. Included in the envelope will be a Non-Binding Pension Preference Form and personalized information on each of the two options. Each employee will need to select their preference and sign and date the form and return it in the sealed envelope to their supervisor.

LIBRARY COMMISSION – Donna stated she is having lunch with Ann Caine today. She and Lori will be meeting with Hugh Rice tomorrow.

Donna will be meeting with the Deputy Executive Directors on Friday to discuss upcoming issues. Updates will be brought to the next Ad Team Meeting.

Donna stated she has included copies of 2 Senate Bills in the Ad Team Packets. One of them is to change the composition of the ODL board and the other is a proposal to put in place a new formula for state aid so that municipal libraries will get more state aid using a formula similar to the one in place for systems. The PLDC supports the bill as long as the formula is in addition to the current formula and that there is additional funding to support it. System directors will not endorse it if it takes the current amount of money and uses a new formula to include municipal libraries, which in effect, would reduce the amount of money for system libraries. Donna attended an Oklahoma Municipal League meeting this morning regarding the bills.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
9	11/24/04	Denyvetta	Request that Library Managers define how we want tour requests to be noted in Room Manager, for statistical purposes.	<i>Remove</i>
11	01/05/05	Scott	Talking points/Tip Card	<i>Complete</i>

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: February 16, 2005

Present:

Dana Morrow, Chair
Todd Olberding
Donna Morris
Kay Bauman

Ric Rea
Karen Marriott
Denyveta Davis
Scott Carter

Jim Welch
Anne Fischer
Lloyd Lovely
Ernestine Clark

Absent:

Patrick Williams

CURRENT ITEMS

- 1) **The Abilene Paradox.** Stacy presented the Ad Team with "The Abilene Paradox" A workshop on Individual Responsibility and Group Decision-Making. The presentation and video put into perspective the importance of communication. Stacy asked for feedback from each member on one comfortable example in group decision making and one uncomfortable example. Several factors keep people from expressing their views in a group setting. The presentation listed several steps that could be taken to prevent misunderstandings and to help with being comfortable enough to express views and thoughts, even if everyone may not agree.

ACTION ITEMS WERE REVIEWED.

- #1 DONE
- # 10 IN PROGRESS

REPORTS

OUTREACH – Dana stated they had a great turnout for the 2nd General Consulate of the Russian Federation on Sunday. 490 people attended the performances that day.

LIBRARY OPERATIONS – Kay stated XChange is next Monday at Belle Isle. Please let her know ASAP of any agenda items.

The Outstanding Service Awards committee met with the Rewards and Recognition Committee a couple of months ago and they are considering having a Chair and a Co-Chair. Elizabeth will chair OSA again and next they will try to elect a Co-Chair. If anyone has any suggestions, please send them to Kay.

BRANCH SERVICES – Denyveta passed around some brochures from the ALA Mid-Winter Meeting.

The Manager's retreat will be next week at Java Dave's at 10:00 a.m.

Denyveta and Dana met with the Branch Manager's regarding Programming needs and the budget.

CONSTRUCTION MANAGEMENT – Todd provided updates of the Carpet and Paint project at Midwest City. If approved, Midwest City will be closed for approximately 3 weeks in May.

Todd stated he is continuing work on the bid package for the DN Security System and it will possibly be out to bid in March.

DEVELOPMENT & VOLUNTEER SERVICES – Ernestine stated the Friends Booksale is next weekend. If anyone is interested in volunteering, please call Marian.

Ernestine stated she and Debra Spindle have been working on Grant Reports.

Development is currently in the process of stuffing invitations for the Author Dinner.

FINANCE & SUPPORT – Lloyd stated the Budget Process has begun.

He also reminded everyone the Library Retirement Pension Board forms are due Monday, February 21.

HUMAN RESOURCES – Ric stated the Individual salary and benefit reports are being prepared for distribution in March.

Kelley Hoffman has replaced Karyn Miller as the Benefits Manager. The Assistant Benefits Manager position has been deleted and it will be replaced with a Benefits Specialist.

IT – Anne stated the E Rate has been filed for another year.

There were some problems at Edmond Library on Sunday. They had no internet access and only minimal phones. The problem has been fixed. Apparently, the Cox equipment was not installed correctly.

Computers continue to be updated. Wiring is also being pulled for the wireless network. All meeting rooms at the full service libraries will be setup with wireless capabilities.

LIBRARY COMMISSION – Donna asked for input on making the Staff Leave Calendar information available to everyone. Currently when someone logs on they are only able to see who is on leave within their department. If changed, it would allow for everyone to see anyone who is on leave within the system. This would be permissible since it does not specify on the calendar what type of leave an employee is taking. No objections were made.

Donna stated Senate Bill 429 was heard this morning at the Capitol. The Bill did not pass. She stated there will be an ODL Board Special Meeting on February 28 to discuss Senate Bill 428 and 429. She will be in Arizona and unable to attend, but suggested that either Karen or Kay attend the meeting.

The February Commission meeting will be tomorrow at the Village. Penny will be honored at the meeting for her years as Commission Chair.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
1	10/27/04	Scott, Donna	Annual Report	<i>Complete</i>
10	02/02/05	Denyvetta	Cleaning Supplies for equipment	<i>In Progress</i>