

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: March 2, 2005

Present:

Lloyd Lovely, Chair	Ric Rea	Jim Welch
Todd Olberding	Karen Marriott	Anne Fischer
Donna Morris	Denyveta Davis	Dana Morrow
Kay Bauman	Patrick Williams	Ernestine Clark

Absent:

REVIEW OF CALENDAR.

- **MARCH 6 ~ MIDWEST CITY 50TH ANNIVERSARY FROM 2-4 P.M.**
- **MARCH 24 ~ COMMISSION MEETING, CHOCTAW @ 3:30**
- **MARCH 31 ~ LITERARY VOICES**
- **APRIL 5 ~ LONG RANGE PLANNING COMMITTEE MEETING, BELLE ISLE @ 3:30**

ACTION ITEMS WERE REVIEWED.

REPORTS

FACILITIES MAINTENANCE – Patrick stated he has been working on Capitol improvement items at Belle Isle. Lloyd handed out a copy of the spreadsheet of Capitol Improvement items from Acct. 450 and asked if anyone has any updates to let him know.

MATERIALS & OUTREACH – Karen stated she has been working on the budget. She has received input from the Library Managers.

OUTREACH SERVICES – Dana passed around an example of the “Read to Me” packets. She stated Michelle Kelley with the Oklahoman has agreed to do the Marketing for the packets.

Dana also passed around a draft of the Summer Reading Program for 2005; the theme will be Dragons, Dreams and Daring.

Southern Oaks has already had 182 participants sign up for Winter Read Fest.

LIBRARY OPERATIONS – Kay stated the Strategic Plan updates are due today.

She met with the staff in Marketing yesterday.

BRANCH SERVICES – Denyveta commented on the Manager’s Retreat which was last Wednesday at Java Dave’s. The day included many activities, including a scavenger hunt which could be tied into Customer Service roles and there was also a Gang Awareness Session.

CONSTRUCTION MANAGEMENT – Todd stated the carpeting and painting project for Midwest City will begin May 9. The Library will be closed to the public from May 9 to May 30. Todd will send the schedule to Anne.

Todd and Lloyd will be meeting with Oklahoma City Northeast this afternoon.

DEVELOPMENT & VOLUNTEER SERVICES – Ernestine stated they are preparing for the Author Dinner, March 31st.

The Friends Booksale was a great success. There were a record number of volunteers this year.

FINANCE & SUPPORT – Lloyd stated he is continuing work on the budget. April 2 is the deadline to have budget requests turned in.

HUMAN RESOURCES – Ric stated they have been busy processing applicants and filling positions.

INFORMATION TECHNOLOGY – Anne commented on the Capitol Improvements spreadsheet which was handed out by Lloyd. She stated the Paging system is complete and she will email the instructions for accessing the system on the 3rd floor.

LIBRARY COMMISSION – Donna stated that she, Todd, and Lloyd attended the Leadership Oklahoma City Alumni luncheon. She also attended the Chamber Breakfast with Lloyd.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
1	10/13/04	Ric, Patrick, Denyveta, Debra Spindle	Establish a plan and implement code Adam.	In Progress ~ <i>Report Date changed to 7/31/05</i>
2	5/21/03	Todd	Write a proposal for outside signage system wide.	In Progress ~ <i>Kay will see about Doug going to each of the libraries to get pictures of current signage. Report Date changed to 04/01/05</i>
3	8/18/04	Deputy Executive Directors	Review Capitol Hill. Complete assessment of Capitol Hill needs for presentation to L-R Planning committee.	In Progress ~ <i>Report Date changed to 04/05/05</i>
4	9/17/03	Deputy Executive Directors	Library Internet Filtering Policy ~ Ad Team to review and discuss any possible alternatives, before taking any recommendations to the Commission.	In Progress ~ <i>Met with Bill Comstock & sent materials for his review. Waiting on Response.</i>
5	7/17/02	MaC	Work on a brochure that can be handed out to customers re: library card by end of year.	In Progress ~ <i>Change report date to 9/01/05</i>

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: March 16, 2005

Present:

Lloyd Lovely, Chair
Todd Olberding
Donna Morris

Ric Rea
Ernestine Clark
Kay Bauman

Jim Welch
Dana Morrow

Absent:

Karen Marriott
Anne Fischer

Denyvetta Davis

Patrick Williams

REPORTS

OUTREACH – Dana stated they have been working on the yearly contracts and grants. They have been working closely with Kay on training for “Summer Reading.” Geri is preparing for “Come Read with Me”.

LIBRARY OPERATIONS & PLANNING – Kay stated the Marketing and Communications Department has an opening for a Marketing Manager. The Marketing Director title has been deleted. Jeanne will be the Supervisor in charge in the absence of the Manager. Kay has been focusing on planning publicity. She would like for each agency to have a shining moment throughout the year.

CONSTRUCTION MANAGEMENT – Todd stated he is preparing for the upcoming carpeting & painting project at Midwest City.

He is in the process of finalizing the Security for Downtown. It will go out to bid on March 22.

Todd has also been working on the Long Range Planning details for Capitol Hill. Tech Processing and Cataloging issues need to be addressed first.

DEVELOPMENT & VOLUNTEER SERVICES – Ernestine stated they have been busy for preparing for the Author Dinner. As of today, it has not been sold out.

Donna and Ernestine will be attending the Endowment Trust Officer’s Meeting this afternoon. Donna is taking her list of proposals for the Library System.

Ernestine commented on a compliment she had received from an employee of the Dallas Public Library. The gentleman was very pleased with the new library and the change that Downtown Oklahoma City has taken in the past few years.

Ernestine stated Development has a temp working in the office for the next couple of weeks. Her name is Amber.

FINANCE & SUPPORT– Lloyd stated he has begun entering the budget.

Lloyd handed out a copy of authorized invoice & RFP signers. If anyone has any changes to make, please let Lloyd know.

HUMAN RESOURCES – Ric has been working on budget entries for Accounts 101 & 102.

INFORMATION TECHNOLOGY – Jim stated that Anne has received several quotes for the wiring at the Village Library.

LIBRARY COMMISSION – Donna stated the Downtown Library will be one of the vocational day tour sites for Rotary Club 29 on March 29. Donna may be asking people to assist as tour guides.

Donna stated the Tulsa Rotarians will be visiting and touring some time next month.

Donna stated she had attended the Friends Meeting at Choctaw yesterday. She will be attending the Friends Sort Site and Booksale Chair's dinner next week.

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: March 30, 2005

Present:

Lloyd Lovely, Chair	Patrick Williams	Jim Welch
Todd Olberding	Karen Marriott	Anne Fischer
Donna Morris	Ric Rea	Kay Bauman

Absent:

Ernestine Clark	Denyvetta Davis	Dana Morrow
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CALENDAR WAS REVIEWED.

ACTION ITEMS WERE REVIEWED.

- # 9 DONE

REPORTS

LIBRARY OPERATIONS & PLANNING – Kay stated they have begun conducting the information session for Summer Reading.

Kay stated the Marketing Manager position has been closed.

The Long Range Planning Committee Meeting will be next week. The Strategic Plan has been updated and will be included in the packets.

The Village Library will be closed next month for rewiring, etc.

The new intranet will be coming soon. Sometime in the next couple of weeks the new look will be announced. There will be a power point presentation link posted on the intranet to display the highlights of the new look.

CONSTRUCTION MANAGEMENT – Todd reported that the pre-bid meeting for a Security System downtown was held on March 29, 2005. Seven bidders attended.

Todd handed out a copy of the draft parking layout for the alley behind the Downtown Library. He stated work will begin on April 6. Parking will be limited in the alley during this time. Todd will send an email to notify Downtown Staff.

Todd indicated Judy Walden will be here on Wednesday, April 13, after the next Ad Team Meeting. Those wishing to join her for lunch are to meet in the lobby at 11:30.

Todd stated a recommendation to fund a new facility for Cataloging and Tech Processing will be presented to the Long-Range Planning Committee on April 5. The recommendation will be build a new facility adjacent to the current Maintenance Center.

FINANCE & SUPPORT – Lloyd stated this is the last week for entering the budget. The next Ad Team meeting he will bring preliminary budget for review.

HUMAN RESOURCES – Ric stated Mrs. Henry should be here on April 7. President Bush is supposed to be at the Memorial on April 19. This should not affect access to the Dowell Parking Garage. Ric also stated he has sent an email out and Hudson will be closed during the Arts Festival.

There were 118 applications received for the Marketing & Communications Manager position. Interviews will be conducted next week for the Human Resources Specialist position.

INFORMATION TECHNOLOGY – Anne stated she has been working on the budget. Rewiring at the Village Library is scheduled from April 18-22. ERate will be here on April 5 to meet with Anne.

FACILITIES MAINTENANCE – Patrick handed out a Safety Equipment & Maintenance checklist.

He stated the exterior windows for Downtown should be washed by April 7.

LIBRARY COMMISSION – Donna stated the Rotary Club had lunch and toured the library yesterday. Lloyd & Karen assisted in the tours. Tulsa Rotary will be here in Oklahoma City on April 12 and will tour the library.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
9	03/02/05	Deputy Executive Directors	Pick top three items for Endowment to fund and give list to Ernestine	<i>Done</i>
<i>New</i>	03/30/05	Jim, Pauline, Todd	Create a filing system, Have files scanned into a database.	