

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: May 11, 2005

Present:

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

Guests:

Kelly Hoffman	Vickey Johnson	Jim McBride
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CURRENT ITEMS

1) Presentation and Q & A on Long-Term Care Insurance ~ Physicians

Mutual. Kelly Hoffman introduced Jim McBride and Vickey Johnson of Physician Mutual Insurance Company. Mr. McBride went through a brief PowerPoint presentation to show the many different benefits of having a Long Term Care Health Insurance plan. He also spoke about the many different circumstances that a Long Term Care plan would be beneficial. Physicians Mutual is based out of Omaha, NE and has been in business since 1902. Vickey Johnson handed out packets of information for each member to review. A proposal sheet was also handed out, which lists the different options available and their costs. It was decided this is not a decision that will be made right away. The Ad Team would like to look into Long Term Care Insurance further in depth and also possibly get more information from other companies to compare. A couple of questions that came up were: What would be the cost for employees to obtain additional coverage and what would be the cost for portability?

2) Mail Room Back Up. Donna stated there is a list of designated back up relief for the Mail Room when Joyce is not here. There have been many times when people have been called upon to provide relief and have not been able to assist. If there are certain days and times that people can not assist then it needs to be sent to Joyce so that can be noted on the list. Understandably there will be days that other offices are short staffed and will not be able to provide assistance, however; Donna is requesting that people be more willing to help out when they are able. If you would like to add other names to the rotation, please let Donna know and they can be added. The morning mail is usually taken care of and the basic time needed for assistance is for the afternoon mail. Interlibrary Loan is taken care of by Sharlott when Joyce is out. Ernestine asked that an information sheet be provided with step by step instructions. Donna informed the Ad Team that Joyce will be on vacation for 2 weeks in August and they will be needing help during that time.

REVIEW OF CALENDAR.

- **MAY 16 ~ XCHANGE MEETING**
- **MAY 31 ~ A & P COMMITTEE MEETING**
- **JUNE 7 ~ FINANCE COMMITTEE MEETING**

REPORTS

BRANCH SERVICES – Denyvetta stated “Operation Clean Sweep” is underway.

Denyvetta passed around a customer compliment from Midwest City; she also passed around a copy of the Midwest City newsletter MC Tattler.

Melody Kellogg the Director of the Guthrie Library will be visiting an upcoming Manager’s Meeting. Denyvetta will be going to visit the Pioneer Library System in June.

CONSTRUCTION MANAGEMENT – Todd stated the carpeting and painting project has begun at Midwest City. He is still waiting to hear back from Oklahoma City Northeast on the vacant land.

BUSINESS OFFICE – Lloyd stated the candy in the machine on the 1st floor is melting and recommends the machine be moved out of the room next to the payphone if possible. Maintenance will get the machine moved.

Lloyd stated the Summer & Fall Schedule for the Consortium will be published in Shelf Life. The Consortium will also be doing a survey for downtown businesses to get an idea of the training that is needed.

HUMAN RESOURCES – Ric commented how pleased he is to have Linda Hyams on board in his office.

INFORMATION TECHNOLOGY – Anne passed around two examples of the new MLS mouse pads.

IT is continuing work on wireless issues and the upgrade of Razors Edge.

LIBRARY COMMISSION – Donna commented briefly on her trip to Washington for National Legislative Day. She also passed around a photo which was taken while in Washington.

OUTREACH – Dana commented on the Family Literacy Workshop, hosted with ODL here at the Downtown Library. It was a great success.

LIBRARY OPERATIONS – Kay stated that she and Donna have begun the interviewing process for the Marketing position.

Changes to Shelf Life have been made and the publications will be more timely and informative.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
4	09/17/03	Deputy Executive Directors	Library Internet Filtering Policy – Ad Team to review & discuss any possible alternatives, before taking any recommendation(s) to the Commission	<i>Done</i>
9	03/30/05	Jim, Pauline Rodriguez, Todd	Create a filing system. Have files scanned into a database.	<i>In Progress ~ Report Date 06/01/05</i>

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: May 25, 2005

Present:

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

Absent:

Anne Fischer

Guests:

Marian LeCrone, DVS	Heidi Port, DVS
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CURRENT ITEMS

- 3) Summer Reading Information Session.** Heidi Port explained and demonstrated the step by step process for signing up children and teens for Summer at the Library. She explained the four components of the program and handed out an information cheat sheet.
- 4) Review of the Friends Grants.** Marian LeCrone handed out copies of the Spreadsheet listing the Grants which were requested from various MLS Agencies. The Grants Review Committee recently met to make recommendations on the proposed Grants. Kay Bauman handed out a spreadsheet listing the Grants with the notes that were made by the Grants Review Committee. Ad Team reviewed the spreadsheets. It was mentioned that there should be more comments on why certain grants are not being recommended. Various requests are already well funded by the Library Budget. Donna stated she would compose a letter detailing the priorities of the Library System and why some programs were not being recommended at this time. This letter will be sent along with the Grants requests and recommendations to the Friends Board prior to their meeting.

REVIEW OF ACTION ITEMS.

REPORTS

CONSTRUCTION MANAGEMENT – Todd stated the carpeting and painting project at Midwest City is moving along great. Staff has been back in since last week and is currently working on reorganizing and preparing to open back up next week.

Todd commented they had received a response from Oklahoma City Northeast on the property located near the current Maintenance Facility. The figures were not what they were looking for and they will continue to price other options. Todd is currently trying to setup some tours to look at some different Cataloging and Tech Processing facilities in Texas.

DEVELOPMENT & VOLUNTEER SERVICES – Ernestine stated the Development Specialist position has been posted.

Heidi Port recently participated in some good training with the Red Cross.

FINANCE & SUPPORT – Lloyd stated he is working on the budget for the Finance Committee Meeting scheduled for June 7.

HUMAN RESOURCES – Ric commented the A&P Committee meeting has been changed from May 31 to June 2 at 3:30 at Belle Isle. The Benefits Report and Agenda will be going out today. There will not be any rate increase for Health Insurance. There have been some modifications made. There will now be a \$5 co-pay for an eye exam, this will be more cost effective than a 7 % rate increase. Some employee's prescription costs for certain medications will be affected. Employees that the prescription changes will affect will be contacted prior to the changes. Salary recommendations will be the same as last year. Recommendations are 3 % Market Adjustment and 0-3% Performance Appraisal.

Ric and Anne have switched designated months for chairing Ad Team; therefore, Ric will be chair for the month of June.

INFORMATION TECHNOLOGY – Jimmy stated the wireless policy did pass. They have been working on various issues regarding the wireless network.

LIBRARY COMMISSION – Donna stated the ODL appropriations bill did pass.

MARKETING & COMMUNICATIONS – Kay stated the new Marketing Manager has been selected. Her name is Kim Terry and she will begin on June 20.

FACILITIES MAINTENANCE – Patrick stated they are working on getting fob and proxy card locks at all the libraries.

MATERIALS & OUTREACH – Karen stated she is wrapping up work on the budget and continuing work for storage for the Northwest Library.

LIBRARY OPERATIONS & PLANNING – Kay announced that Mike Miller is resigning. His last day with the system will be June 2. Mike has accepted a position with the City of Oklahoma City. A new job opening will be posted soon for a Researcher in Planning.

The Library Manager's Meeting is today. Rules need to be developed for the Wireless Network and various Library Managers will be asked to assist in compiling rules.

ACTION ITEMS:

Item #	Ad Team Date	Responsible Party	Assignment	Status
2	05/21/03	Todd, Marketing	Write a proposal for outside signage system wide.	<i>Remove</i>
7	02/02/05	Denyveta	Check with Kay on cleaning equip. needed for headphones.	<i>Remove</i>
8	02/02/05	Patrick	Research best solution for disinfectants or wipes for cleaning headphones	<i>Remove</i>
9	03/30/05	Jim, Pauline Rodriguez, Todd	Create a filing system. Have files scanned into a database. <i>1st meeting is June 1st.</i>	<i>In Progress ~ Remove the Report Date</i>