

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: June 8, 2005

Present:

Ric Rea, Chair
Todd Olberding
Donna Morris
Lloyd Lovely

Kay Bauman
Karen Marriott
Denyvetta Davis

Jim Welch
Patrick Williams
Dana Morrow

Absent:

Anne Fischer

Ernestine Clark

CURRENT ITEMS

- 1) Midwest City Library Video.** Denyvetta showed a video made by staff at the Midwest City Library. In the video, puppets were used to role play the daily encounters of staff interacting with customers at the Library.

REVIEW OF CALENDAR.

REVIEW OF ACTION ITEMS.

REPORTS

FINANCE & SUPPORT – Lloyd stated that negotiations are being made to have parking available for staff in the parking garage directly behind the library. The parking garage is currently under construction and should be finished sometime next year. He also stated that effective July 1; two parking garages will be raising their monthly rates. Sheridan Walker is increasing to \$73 a month and Broadway Kerr will be increasing to \$84 a month. Discussion followed. It was decided that MLS will up the parking reimbursement to \$73 a month.

Lloyd stated that the Café Committee Meeting will be next Wednesday, June 15.

Lloyd will be sending out an email notifying staff of the cutoff date to have items turned in for the FY 04-05 budget. He also asked that staff have mileage turned in on time. Mileage should be calculated and submitted monthly.

HUMAN RESOURCES – Ric stated they are currently working on several openings. The flex packets are in the process of being sent out for re-enrollment.

INFORMATION TECHNOLOGY – Jim stated the new software program has been installed for Tech Processing.

They are continuing work on the Wireless issues.

LIBRARY COMMISSION – Donna stated the Finance Committee met yesterday and the preliminary budget was approved.

Donna also stated that a press release will be sent out to inform the public that the Access Issue on Materials will not be on the Commission Agenda for June. It will most likely be on the Agenda for the July meeting. The July meeting is currently scheduled at the Bethany Library, but may need to be changed due to the meeting room space. The Bethany Chamber was mentioned as a possible alternative. Donna will look into the suggestion.

Letters have been sent to the Mayors on the 5 Commission member's re-appointments.

Commission Member Cynthia Trent will be attending ALA in Chicago.

FACILITIES MAINTENANCE – Patrick stated that Maintenance will be getting a new computer program.

They have been working on various issues.

Donna asked Patrick to look into the current contracts for yard maintenance at the Libraries. If the current contracts do not list landscaping as a provided service then a separate contract may need to go out to bid for landscaping service.

MATERIALS & OUTREACH – Karen stated Cataloging and Interlibrary Loan have completed the transition to the new OCLC system.

Selectors have begun ordering DVD's, which will be available in the fall.

OUTREACH – Dana commented that Summer Reading is going well.

Dana went to Jones for their 1st Neighborhood Art's Program. They had a great turnout.

LIBRARY OPERATIONS & PLANNING – Kay stated that she will soon begin the interviewing process for the Researcher position in Planning.

There was 197 staff who attended the information sessions for Summer Reading.

Kay stated that she and Denyveta have enlisted a few Managers to observe each libraries computer usage needs. Rules are in the process of being developed for the Wireless Network. The committee will input the information they acquire to have a set of rules that can be useful to all the libraries. A Committee Meeting has been set for June 23. The Managers will be reporting their information and a timeline will be created at that meeting.

BRANCH SERVICES – Denyveta stated she volunteered at Summer Reading last week at Warr Acres.

She also provided information on the Choctaw Library Guild Meeting she attended on June 7.

CONSTRUCTION MANAGEMENT – Todd stated that Midwest City Library re-opened last week. He also stated he is beginning work on the Ralph Ellison Building Project, and the city will provide funding for the project.

There will be a Downtown Security System meeting next Tuesday, June 14 and installation will begin shortly after. It will take approximately 3 to 4 weeks to receive the materials and 3 to 4 weeks for installation.

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	<i>Remove Status & Remove Rpt Date</i>
2	07/17/02	Marketing	Work on a brochure that can be handed out to customers re: library card by end of year.	<i>Remove</i>