

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: July 6, 2005

Present:

Jim Welch, Chair
Todd Olberding
Donna Morris
Lloyd Lovely
Ernestine Clark

Kay Bauman
Karen Marriott
Denyvetta Davis
Anne Fischer

Ric Rea
Patrick Williams
Kim Terry
Dana Morrow

Absent:

CURRENT ITEMS

- 1) United Way Campaign.** Dana commented on and showed the Ads for the United Way Campaign this year which is titled "Born Learning".
- 2) Mariachi Festival.** Dana stated the Philharmonic is partnering with the OKC Chamber and will be offering Mariachi classes to high school students. The classes will be all day on Friday, January 27 and Saturday, January 28.

REVIEW OF CALENDAR.

- AUGUST 8 – LIBRARY NIGHT @ THE BALLPARK

REVIEW OF ACTION ITEMS.

REPORTS

INFORMATION TECHNOLOGY – Anne stated the Wireless Network is ready at all the full service libraries with the exception of Choctaw, which should be ready within the next week. Marketing is also working on a brochure for the Wireless Network.

LIBRARY COMMISSION – Donna commented on her recent trip to Chicago for the ALA Conference.

The Library Retirement Pension Board met on Thursday, June 30. Mass Mutual was selected as Third Party Administrator for the plan. Jim & Lloyd will meet with Mass Mutual on Friday to establish a timeline.

MARKETING & COMMUNICATIONS – Kim stated the wireless brochure will be out August 1. The Metro Library Magazine will be out July 25. Also, any ideas or suggestions for stories for the Shelf Life publication should be sent to Nancy Lytle.

FACILITIES MAINTENANCE – Patrick stated they have been busy with landscaping details at some of the libraries. Donna thanked Patrick for the work done on the flower beds and stated they look great.

MATERIALS & OUTREACH – Karen stated they are finishing up work on the old budget and beginning work on the new budget. They are also continuing to receive DVD's, expected to be available for checkout in the fall.

OUTREACH – Dana stated that she had attended the ALA Pre-Conference on early literacy and Heidi Daniel attended the Young Adult workshop.

The Neighborhood Arts Program is going well. September Fest will be September 10 at the Governor's Mansion.

LIBRARY OPERATIONS & PLANNING – Kay stated they are currently testing for the Researcher position. The interviewing process will begin next week. Jim will be helping with the interviewing.

The Planning Specialist position closed yesterday. The interviewing process for that position will begin soon.

Kay commented on the various workshops she attended at ALA. She also had the pleasure of meeting and having her picture taken with Actor, Henry Winkler.

BRANCH SERVICES – Denyveta stated she attended several workshops and Committee Meetings while at ALA in Chicago.

The Library has purchased two digital cameras that she will be able to check out to libraries for various events.

CONSTRUCTION MANAGEMENT – Todd stated the Security work for Downtown has begun. The work will take approximately 8 to 10 weeks. Todd will send an email out to notify staff.

Todd is continuing to work on retrieving information to select a new facility for Tech Processing, Cataloging and Friends. He will be meeting with Joe McReynolds tomorrow.

DEVELOPMENT – Ernestine stated she had attended ALA. She commented on the various workshops she attended.

Ernestine stated how pleased she is to have Traci Jinkens as the Development Specialist in her office.

The Author Dinner has been scheduled for Thursday, April 6, 2006. The Dinner will be held at the same place as last year, The Oklahoma City Golf and Country Club. Author/Actress Jane Seymour has agreed to be the speaker for the event. Ticket prices have not been set yet. The Endowment Trust will be meeting Thursday, July 28 at Wright Library at 4:00 p.m.

FINANCE & SUPPORT – Lloyd asked for input regarding parking expenses for employees. He would like to be able to have payroll deductions set up, so that employees will not be taxed for the parking they pay out of pocket. Discussion followed. It was decided that payroll deductions could be set up. This method will be used until the parking garage directly behind the Library is complete, at which time all employees will be parking at that facility.