

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: August 3, 2005

Present:

Jim Welch, Chair
Todd Olberding
Donna Morris
Lloyd Lovely

Kay Bauman
Karen Marriott
Dana Morrow
Anne Fischer

Ric Rea
Patrick Williams
Kim Terry
Ernestine Clark

Absent:

Denyvetta Davis

Guest:

Pauline Rodriguez

CURRENT ITEMS

- 1) Records Management Committee.** Jimmy updated Ad Team on the progress of the Records Management Committee. He handed out a copy of the Draft Data Collection Form, which will be used in collecting information on the types of documents each department will be submitting to be added to the Database. This document will be sent to each Ad Team member to input information. Once the Records Management Committee has received the forms a report will be compiled.
- 2) Wireless Brochure & Implementations.** Kim handed out a brochure with information on the Wireless Network. Stacy Schrank has been providing training at each of the libraries. There will be another training session next week at Downtown for any employee who may be interested.
- 3) Retirement Meetings & Pension Calculator.** Jimmy explained the function of the pension calculator. An email notice will be sent out next week with a link for staff to access the calculator. The meetings have been set and if there is any employee who was unable to attend one of the regularly scheduled meetings, there will be a make up meeting the following week. The calculator will only be accessible from the library. It will be available beginning Monday, August 8 through August 23.
- 4) Charging fees for fund-raisers/programs by Friend's groups in the library.** Dana stated the Village Friends have expressed an interest in having a fundraiser in the library. The fund raiser would be to have an Author or Speaker event and charge non-members of the Village Friends an admission fee. Discussion followed. Dana and Ernestine were asked to look into this further and draft something for Kay and Donna's approval.

REVIEW OF CALENDAR.

- AUGUST 8 – LIBRARY NIGHT @ BALLPARK
- AUGUST 16 – FINANCE COMMITTEE MEETING @ DN
- AUGUST 16 – FRIENDS MEETING @ CT

REVIEW OF ACTION ITEMS.

#8 – STATUS: IN PROGRESS

#7 – UPDATE ON CAFÉ: RFI WAS ISSUED TO 27 PROSPECTIVE CAFÉ OPERATORS. INFORMATION WILL BE GATHERED UNTIL AUGUST 25. ONCE THE COLLECTION OF INFORMATION IS COMPLETE AN RFP WILL BE DRAFTED AND WILL BE SENT OUT. IT IS EXPECTED TO BE ON THE AGENDA OF THE NOVEMBER COMMISSION MEETING.

REPORTS

INFORMATION TECHNOLOGY – Anne stated they are continuing work on the Wireless Network and the security issues.

LIBRARY COMMISSION – Donna stated there will be a State of the Schools Luncheon on August 24 and asked if anyone was interested in attending. Discussion Followed. Donna, Dana and Kim will attend the luncheon.

Donna stated she will be meeting with Lloyd tomorrow to finish up the Final Budget.

MARKETING & COMMUNICATIONS – Kim stated Library Night at the Ballpark will be Monday, August 8. Spoticus will be there. Library Commission Chair Hugh Rice will throw the first pitch.

Kim attended the Summer Reading Teen Volunteers Party. There are lots of pictures and they will be posted on the intranet for viewing.

The writing contest is coming up. Information will be sent out in the next couple of weeks.

The next Metro Magazine will be out September 25.

FACILITIES MAINTENANCE – Patrick stated they will soon begin replacing windows at various libraries.

MATERIALS & OUTREACH – Karen stated there will be two new employees starting August 15 in Tech Processing.

Elizabeth Kessler needs a PT Staff person to be on the Outstanding Service Award Committee.

OUTREACH – Dana stated the Neighborhood Arts Program is very successful this year.

LIBRARY OPERATIONS & PLANNING – Kay stated two new employees began in the Planning Department on Monday.

Denyveta is on vacation.

CONSTRUCTION MANAGEMENT – Todd stated the Downtown Security project is underway.

He is also continuing work on the Cataloging, Tech Processing and Friends facility.

DEVELOPMENT – Ernestine stated that Traci will be sending out the Donation brochures for the library which were sent out previously around the Grand Opening event.

Ernestine passed around a list of book titles for Jane Seymour, the designated speaker for the Author Dinner scheduled for Thursday, April 6, 2006.

She also handed out a document regarding criteria used in awarding the Lee B. Brawner Award which is presented at the Author Dinner.

FINANCE & SUPPORT – Lloyd stated he has been working with the Auditors. He has also been working on the Final Budget.

Lloyd notified Ad Team of a change that has been made to the guidelines of the company credit card. Staff will now be asked to return the cards with the RFP and Receipt instead of returning them one by one.