

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: August 17, 2005

Present:

Lloyd Lovely, Chair
Todd Olberding
Donna Morris
Jim Welch

Kay Bauman
Karen Marriott
Dana Morrow
Anne Fischer

Denyvetta Davis
Patrick Williams
Kim Terry

Excused:

Ernestine Clark

Ric Rea

CURRENT ITEMS

- 1) Review of Budget.** Lloyd reviewed the proposed final budget which was presented to the Finance Committee on August 16th and will be on the Agenda for approval at the August 25th Commission Meeting.

REVIEW OF ACTION ITEMS

Action Items were reviewed, no changes were made.

REPORTS

LIBRARY COMMISSION – Donna stated that Hugh Rice will be serving as the representative for the Metropolitan Library System on the Review Committee for the proposed Las Rosas Residential Development Tax Increment District No. 6. Hugh also serves as the MLS Representative for Tax Increment Districts No. 1, 2 & 5.

Donna requested that Supervisors follow up with their employees when they are on the rotation schedule for the mailroom. Schedules are sent out to the employees and supervisors when backup help is needed.

Donna stated that Lori Kane is resigning. Lori and her husband are moving to Idaho. There will be an announcement posted for the recruitment of an Executive Assistant.

MARKETING & COMMUNICATIONS – Kim stated the wireless brochures have been distributed.

There will be an article in the Oklahoman tomorrow regarding the 1st year anniversary of the Downtown Library.

MAINTENANCE – Patrick stated Sundance Company will be here next week to begin working on the Rotary Fountain.

MATERIALS & OUTREACH – Karen stated that Tech Processing is caught up. Tech Processing has 2 new employees.

Karen stated the Outstanding Service Award Committee needs nominations. The deadline is Tuesday, August 23. It is possible for an individual to nominate more than one person.

OUTREACH – Dana stated that September Fest will be Saturday, Sept. 10 @ The Governor's Mansion.

Dana stated that with the help of the Early Literacy Grant, they were able to produce 10,000 cards which will be distributed to parents across the city. These can be redeemed at any of the Metropolitan Libraries to receive Baby's 1st Library Book. The card also includes tips on reading to children. Employees will also receive some cards to distribute as they see appropriate.

CONSTRUCTION MANAGEMENT – Todd stated he attended the Friends Meeting on 8/16 at which they approved a grant for \$100,000 to help fund the new **MLS Service Center** (This is the new name for this project.) This grant is in addition to the \$25,000 approved earlier.

The Security System is still in the process of being installed Downtown. It is estimated to be operational in another 30 days.

Todd has also been conducting tours of the Café space for prospective café operators, which is going well. A Request for Information was issued to about 25 interested parties. Responses were due on August 25th.

FINANCE & SUPPORT – Lloyd stated that the make-up information meeting for the Defined Contribution Plan will be this afternoon (8/17) @ 3:00 on the 4th Floor Downtown.

Lloyd passed around a copy of the list of employees who are approved to drive Library vehicles. He asked that if anyone needs to be added or removed to let him know.

Lloyd stated that he will be unable to attend the next Ad Team meeting scheduled for Wednesday, August 31 and will need someone to take his place in chairing the meeting. Todd stated that he would chair the August 31 meeting.

INFORMATION TECHNOLOGY – Anne stated the Wireless began Monday, August 15. The first day there were 127 connections made. The majority of the connections were for Downtown.

Anne has also been working on the Gates Grants and E-rate. They are also continuing to work on filtering and Hotmail issues.