

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: September 14, 2005

Present:

Anne Fischer, Chair
Todd Olberding
Donna Morris
Jim Welch

Kay Bauman
Karen Marriott
Ernestine Clark
Lloyd Lovely

Denyvetta Davis
Patrick Williams
Kim Terry

Excused:

Dana Morrow

Ric Rea

CURRENT ITEMS

- 1) Review of 2006 Holiday Closing Schedule.** Ad Team reviewed the Draft 2006 Holiday Closing Schedule. The workweek of December 18-24 was discussed. Since December 24 falls on a Sunday, it was recommended to have that week as a 32 hour work week and full time staff would then need to take a day off during that week.
- 2) Update on Downtown Library Piano.** The Ruth Mershon Fund within the Oklahoma City Community Foundation is providing a beautiful new Steinway piano for the Downtown Library. The piano will be arriving sometime within the next couple of weeks.

REVIEW OF CALENDAR

REVIEW OF ACTION ITEMS

- # 4 – Review Ralph Ellison capitol improvements – Change Report Date to Sept. 28
- # 1 – Establish a plan and implement Code Adam - Remove
- # 3 – Establish a plan for preserving MLS Historical Documents - Remove

REPORTS

FACILITIES MAINTENANCE – Patrick stated they have been busy reprogramming locks due to a power outage. Patrick is currently looking into some possibilities for the lock issues and will report back to the Ad Team with his findings.

CONSTRUCTION MANAGEMENT – Todd stated he will provide an update on the Café at the next meeting.

MATERIALS & OUTREACH – Karen stated the DVD's are scheduled to be available beginning October 17. The branches will begin receiving their shipments the week of October 3.

LIBRARY OPERATIONS – Kay stated beginning October 3, customers will have a limit of 30 items that can be reserved at one time. Kay stated an email will be sent to staff so they are aware and can notify customers. There will also be a notice on Cybermars notifying customers of the change. Once a customer has reached the 30 item limit, the option to reserve an item will not be active.

Charla Long will be sending out a Summer Reading Survey to staff. Volunteer employees are encouraged to respond.

Kay stated the process in which Unusual Incidents are reported requests that incidents be reported within two working days. Documenting the incident within the requested timeframe helps make sure all the details of the incident are well documented and that Administration is able to follow up in a timely manner. Kay briefly explained the standard procedure that needs to take place upon witnessing an unusual incident and also the proper procedure in filling out the report.

BRANCH SERVICES – Denyvetta provided updates from the Village Friends meeting she attended. She also commented on the numerous complements she has received regarding LaVetta and the wonderful job she is doing at the Village.

Denyvetta stated that Debra Spindle has turned in her resignation effective November 20.

DEVELOPMENT – Ernestine stated she is working on creating and standardizing a “Memo of Understanding” for the gift of the piano at the Downtown Library and the benches and trees at the Village Library.

FINANCE & SUPPORT – Lloyd stated he is continuing work on the changes to the Pension plan. He is also working on the Endowment Trust Annual Report.

INFORMATION TECHNOLOGY – Anne stated they are working on some phone issues that surfaced recently when the libraries lost power. IT will be conducting some testing at the different locations and once the testing is complete a small group will be meeting to discuss Emergency contact phone numbers that could be used to contact employee’s during the case of a power outage or whatever the case may be. The small group to meet will consist of Kay, Anne, Jim, Patrick and Donna.

LIBRARY COMMISSION – Donna stated that Hugh Rice has appointed a Special Selection Committee which consist of Commission Members; Scott Duncan, Carolyn Cornelius, Cynthia Trent, Nancy Anthony and Ann Caine. The Committee will be meeting in October. Karen and Donna will be making a trip to Tulsa to view their selection process.

The Oklahoma City Community Foundation is putting emphasis this year on literacy. Nancy Anthony has asked Donna to serve on the Advisory Committee and Donna has agreed.

MARKETING AND COMMUNICATIONS – Kim stated Marketing is working on this year’s Christmas Cards. They are also working on creating new bookmarks and are looking into several ideas.