

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: January 18, 2006

Present:

Ernestine Clark, Chair	Kay Bauman	Denyvetta Davis
Dana Morrow	Karen Marriott	Todd Olberding
Ric Rea	Patrick Williams	Kim Terry
Jim Welch	Lloyd Lovely	Anne Fischer

Excused:

Donna Morris

CURRENT ITEMS

- 1) Business Cards Policy.** Kim stated MaC is in the process of ordering business cards. If there are any employees who need them, please send a Production Art Request to Marketing and attach a sample card with any changes noted. The policy does allow for business cards to be provided to all full time employees, upon the discretion of the supervisor. Please send all requests in by February 1.
- 2) Installation of Computers and Unauthorized Software.** Anne stated it is important to remind staff not to download any type of software to the MLS computers. If an employee needs a certain type of software to do their job, a help request will need to be submitted to IT and will install the software for the employee, if it is needed. IT is currently in the process of replacing several computers and any unauthorized software is being deleted.

REVIEW OF CALENDAR

REVIEW OF ACTION ITEMS

ACTION ITEMS WERE REVIEWED.

REPORTS

DEVELOPMENT – Ernestine stated they have been busy preparing for the upcoming Friends Booksale and the Author Dinner.

FINANCE & SUPPORT – Lloyd stated he will begin the interview process for the payroll position this afternoon. Next week he will be interviewing for the accounts payable position.

He stated the W-2's should be out next week.

INFORMATION TECHNOLOGY – Anne stated the new sign in process for the public computers is expected to begin July 1.

The enhanced Cyber Mars will go live February 20.

MARKETING & COMMUNICATIONS – Kim stated the 2005 Annual Report will be ready this afternoon.

MAINTENANCE FACILITIES – Patrick stated he has been working on the security issues and also working on filling the Maintenance positions.

OUTREACH – Dana stated she has filled the “Come Read with Me” position. She will begin interviews for the two coordinator positions next week.

Dana stated the Mariachi Festival is coming up. She also presented a sample of the Winter Read Fest packets.

LIBRARY OPERATIONS – Kay stated the report from the Reward & Recognition survey was sent out yesterday. The information received from the survey will be used to move forward on the Committee. Approximately 33% of the staff participated in the survey.

The Headquarters Manager position will be opening soon. This position will assist with building operations and coordinate use of public space throughout the system.

HUMAN RESOURCES – Ric stated there have been some reports on a strong cigarette smell in the staff lounge restrooms. He is currently working with Doug and will be sending out a memo to staff reminding them that there is no smoking in the building.

Ric continued they are currently looking into the possibility of having an online application process to allow applicants to submit their applications electronically. This would eliminate the need for data entry of applications that are received.

BRANCH SERVICES – Denyveta stated she will be in San Antonio for ALA Midwinter January 19 through January 24.

The Library Managers are currently reading a book entitled “Sacred Cows have the Best Burgers”. The book is a great tool for effectively managing your workload. Janet is currently ordering copies of the book for each library’s collection.