

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: February 1, 2006

Present:

Lloyd Lovely, Chair
Donna Morris
Jim Welch

Kay Bauman
Patrick Williams
Lloyd Lovely

Denyveta Davis
Todd Olberding
Anne Fischer

Excused:

Dana Morrow
Karen Marriott

Kim Terry

Ric Rea

Guest:

Teresa Goggins

CURRENT ITEMS

- 1) **New Website Presentation.** Teresa Goggins presented the Ad Team with a preview of the re-designed MLS Website. She stated it will include new sections, tab headings on every page, a search feature, and also the new CyberMars. Questions and discussion followed.

The website will go live Monday, February 20, 2006.

- 2) **Literary Voices.** Ernestine stated the Literary Voices dinner will be April 6. If anyone is planning to attend, please send the money to Traci Jinkens or Ernestine as soon as possible. The cost is \$100 per person.
- 3) **ALA Mid-Winter Report.** Denyveta stated she had the opportunity to participate in several committees at the recent ALA conference. She participated in the Branch coordinator discussion group which focused on guidelines for Staff Development. She also attended a forum featuring the two ALA presidential candidates. Questions and discussion followed.

Denyvetta passed around various brochures and information she received from the ALA conference.

REVIEW OF CALENDAR

CALENDAR WAS REVIEWED.

REVIEW OF ACTION ITEMS

ACTION ITEMS WERE REVIEWED.

REPORTS

FINANCE & SUPPORT – Lloyd handed out copies of the budget planning schedule for FY 2006-07.

Sylvia has begun her duties as Senior Accounting Technician.

W-2's were sent out this week.

INFORMATION TECHNOLOGY – Anne stated she has been working with the security contractors Downtown.

The enhanced PPO will be in effect February 20 in conjunction with the re-vised MLS website.

LIBRARY COMMISSION – Donna stated Congressman Ernest Istook has nominated the Downtown, Ralph Ellison, and Edmond Library's for the IMLS Award. Donna stated the system should be submitted as a whole instead of submitting each library individually. She will ask Kim to begin work on preparing the information and submitting the library system for the IMLS Award.

FACILITIES MAINTENANCE – Patrick stated the Driver and Tech positions were filled this week.

He continues to work on lights, locks, and security issues.

LIBRARY OPERATIONS AND PLANNING – Kay stated the Children's programmers meeting was this morning. She is continuing to visit each of the libraries, spending half a day at each.

LIBRARY OPERATIONS – Denyveta will be meeting with the Library Managers to discuss budgets.

The Managers retreat will be February 15.

Mary Mahan is expected to return to Nicoma Park February 11.

CONSTRUCTION MANAGEMENT – Todd stated he will be meeting with the City regarding a Northwest Library site.

Training for the security system has begun.