

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: February 15, 2006

Present:

Dana Morrow, Chair
Donna Morris
Jim Welch
Ric Rea

Kay Bauman
Patrick Williams
Lloyd Lovely
Karen Marriott

Denyveta Davis
Todd Olberding
Kim Terry

Excused:

Anne Fischer

Ernestine Clark

REVIEW OF ACTION ITEMS

ITEMS WERE REVIEWED. UPDATES ON RALPH ELLISON CAPITOL IMPROVEMENTS, CAFÉ COMMITTEE, AND MLS SERVICE CENTER WERE PROVIDED.

REPORTS

FINANCE & SUPPORT – Lloyd stated he will be conducting interviews for an Accounts Payable clerk.

Lloyd stated he was asked to speak at the next Staff Association meeting regarding the Library's retirement plan.

INFORMATION TECHNOLOGY – Jimmy stated that Anne is in the process of finalizing ERate this week.

Anne and Eddie are in the process of interviewing for a Computer Operator in IT.

LIBRARY COMMISSION – Donna stated the Long-Range Planning Committee will be meeting on March 7 at 3:30 p.m. at Belle Isle.

MARKETING AND COMMUNICATIONS – Kim stated the Annual Report has been mailed out and copies will be sent to each of the branches.

She stated she has submitted the library system for the ILMS Award. Ernest Istook recently nominated several of the libraries for the award and it was decided to submit the system as a whole. Kim will send a copy of the submission to the Ad Team.

The Literary Voices invitations will be mailed out the first week of March.

FACILITIES MAINTENANCE – Patrick stated he has been interviewing for the Tech II position and working on the budget.

MATERIALS & OUTREACH – Karen stated she has been working on the budget and collection for the Northwest Library. She also recently met with the Outreach Staff located at the Maintenance Center.

OUTREACH – Danan handed out stats from the first two weeks of Winter Read Fest. The program is off to a great start and has already exceeded last year's total signups.

Wintertales and the Gumbo Pot programs are also coming up.

LIBRARY OPERATIONS AND PLANNING – Kay stated X-Change will be Monday, February 20. Let her know if you have any topics for the meeting.

Kay is working on updating the Long-Range Plan.

Work is also being done on the Summer Reading training. Information is being used from the Summer Reading Survey completed last year. Kay encouraged Ad Team to again volunteer at the branches for Summer Reading this year.

Kay will be interviewing for the Headquarters Manager position next week.

HUMAN RESOURCES – Ric stated they have been busy with employment announcements. There has been an increase in turnovers. Discussion followed. Donna suggested possibly having exit interviews to find out the reasons for employment resignations. Denyveta stated she does use a similar process for the branches and that she has a list of questions for employees to complete prior to their resignation date. Denyveta stated she would provide Donna with the list of questions that she uses.

LIBRARY OPERATIONS – Denyveta stated she will be meeting with the Downtown Library staff tomorrow. It seems the staff are adapting well to the Provisional Managers at each of the libraries.

Denyveta passed around copies of customer kudos and thank you's received at various library locations.

The Manager's retreat will be March 8. Tom Massey will facilitate the meeting.