

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: March 29, 2006

Present:

Lloyd Lovely, Chair
Todd Olberding
Ric Rea

Donna Morris
Jim Welch
Karen Marriott

Anne Fischer
Kim Terry
Denyveta Davis

Absent:

Kay Bauman
Ernestine Clark

Dana Morrow

Patrick Williams

REVIEW OF CALENDAR

REVIEW OF ACTION ITEMS

Request to change Action Items to Assignments

REPORTS

LIBRARY COMMISSION – Donna stated that Nancy Anthony will be speaking at an OLA workshop regarding Library Advocacy.

There will be an after hours event at the Downtown Library on June 23 for the unveiling of the Ronald J. Norick bust. The event is being co-sponsored by BancFirst and the City of Oklahoma City.

MARKETING AND COMMUNICATIONS – Kim stated the Summer Reading proofs have been received and the materials should be here by April 7.

The new business cards should be in soon.

MATERIALS & OUTREACH – Karen stated the information for the “Family Talk” section has been sent to the Library Managers.

HUMAN RESOURCES – Ric stated the Security contract pre bid meeting was yesterday. Bid openings will begin next week. The contract will possibly awarded at May’s commission meeting.

Downtown Library staff is working on a plan to implement “Code Adam”. Ric will bring more information to Ad Team in the coming months.

LIBRARY OPERATIONS – Denyveta stated the “Family Talk” section is in place at Souther Oaks, Luther, and Harrah.

Denyveta stated the Managers are trying out a new interviewing procedure by doing initial screening interviews by telephone.

CONSTRUCTION MANAGEMENT – Todd stated projects for Ralph Ellison and for the Service Center are moving forward.

FINANCE & SUPPORT – Lloyd handed out copies of the MLS Special Funds, Statement of Revenues and Expenditures as of February 28, 2006. He asked AdTeam to review the expenditures and balances for information on the grants that are complete and still in works.

INFORMATION TECHNOLOGY – Anne stated the Tech's will be installing Gates computers at the Extensions today.

The overhead monitors have been installed for the new signup process.

Meeting adjourned at 10:35 a.m.