

# **METROPOLITAN LIBRARY SYSTEM**

## **Ad Team Minutes Meeting Date: April 12, 2006**

### **Present:**

Denyveta Davis, Chair  
Donna Morris  
Jim Welch  
Ric Rea  
Ernestine Clark

Kay Bauman  
Anne Fischer  
Lloyd Lovely  
Karen Marriott

Dana Morrow  
Todd Olberding  
Kim Terry  
Patrick Williams

### **REVIEW OF ACTION ITEMS**

### **REVIEW OF CALENDAR**

### **REPORTS**

**HUMAN RESOURCES** – Ric stated he has been working on budget entries.

The review of applicants for the Headquarter Manager position is underway.

**MARKETING AND COMMUNICATIONS** – Kim provided highlights of the programs she attended while at PLA in Boston. She attended a program on websites, which was hosted by the Denver Public Library. She also attended a program on writing a library column for newspapers.

Kim stated the Summer Reading Materials have arrived.

**MATERIALS & OUTREACH** – Karen provided highlights of programs she attended at PLA in Boston. Programs attended were; Culturally Responsive, Outsourcing, Downloadable Media Books, Floating Collections, and Handling Materials.

**OUTREACH** – Dana stated the “Read to Me” packets are complete.

She handed out the final stats of the annual Winter Read Fest. There was a large increase in the number of participants. There were 2124 participants this year. In 2005 there were a total of 1150 participants.

**LIBRARY OPERATIONS & PLANNING** – Kay provided highlights of the conferences she attended at PLA in Boston.

She stated the “Family Talk” sections are in place and the Commission will have the opportunity to view the section at the Ralph Ellison Library at the Commission meeting on April 20.

**LIBRARY OPERATIONS** – Denyveta provided handouts for various programs and workshops she attended at PLA in Boston. She attended a workshop on “mobile reference” which is a new trend to eliminate “reference desks”. She provided information from the Children’s Services Council program and an Interviewing workshop she attended. Denyveta visited

the Boston Public Library and was able to see a demonstration of the downloadable media books.

**CONSTRUCTION MANAGEMENT** – Todd provided information on the workshops he attended at PLA in Boston.

He also visited the Boston Public Library and handed out copies of their “Appropriate Library Use Policy”.

**LIBRARY COMMISSION** – Donna provided an overview of the workshops she attended at PLA in Boston. She attended workshops on Materials handling and Advocacy & Funding. She also attended a program from the St. Paul Public Library.

**DEVELOPMENT** – Ernestine stated the Author Dinner was a success. The Development office is currently working on Thank You letters.

April is National Volunteers Month and Heidi will be making a presentation at the Commission meeting.

**FACILITIES MAINTENANCE** – Patrick stated the Janitorial Service Contracts will be awarded at the April Commission meeting.

He is continuing work on the budget.

**Meeting adjourned at 10:47 a.m.**