

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: June 7, 2006

Present:

Anne Fischer, Chair
Donna Morris
Jim Welch
Karen Marriott

Kay Bauman
Patrick Williams
Lloyd Lovely

Dana Morrow
Todd Olberding
Kim Terry

Excused:

Ric Rea

Ernestine Clark

Denyvetta Davis

REVIEW OF ASSIGNMENTS

Café Committee – Bids for the café will be received Friday, June 9 @ 10 am.

REPORTS

LIBRARY OPERATIONS & PLANNING – Kay reported the Headquarters position has been filled.

The new computer sign-up process will begin June 26. Training for library staff will be the week of June 12.

CONSTRUCTION MANAGEMENT – Todd reported the storm water retention for the proposed Service Center site is being reviewed.

LIBRARY COMMISSION – Donna handed out copies of the summary sheet for the 2006 Grants to be requested by MLS.

Donna asked Ad Team to let her know of any employees who would like to volunteer to serve on the United Way Committee this year.

Donna reported the OLA Endowment Cars premier went very well.

FINANCE & SUPPORT – Lloyd reported the Employee Loyalty Oath will go into effect today.

INFORMATION TECHNOLOGY – Anne reported IT is currently preparing for the new sign-up process for public computers.

FACILITIES MAINTENANCE – Patrick stated the garbage disposal in the downtown lounge should be wired today.

The interior painting at Belle Isle is complete.

Summer Reading banners are up at the libraries.

MARKETING AND COMMUNICATIONS – Kim reported on the OLA Cars premier. There was a great turnout and the event went well.

Kim is currently working on signs for the new sign-up process for the public computers and is also working on a banner for the Norick reception.

MATERIALS & OUTREACH – Karen handed out copies of Location code changes.

She has completed her evaluation of book vendor Baker & Taylor.

OUTREACH – Dana reported summer reading is going good. Kim Terry will be creating a teen log sheet for summer reading.

Meeting adjourned at 10:35 a.m.