

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: June 21, 2006

Present:

Anne Fischer, Chair
Donna Morris
Jim Welch

Denyveta Davis
Patrick Williams
Lloyd Lovely

Karen Marriott
Todd Olberding
Kim Terry

Excused:

Ric Rea
Ernestine Clark

Dana Morrow

Kay Bauman

REVIEW OF ASSIGNMENTS

Café Committee – The Café Committee will be meeting June 28 to review two proposals received for the Café.

REPORTS

LIBRARY OPERATIONS – Denyveta reported Susie Beasley will be transferring to a Librarian position at Choctaw.

Melissa Weathers has been promoted to Manager at Del City.

The Managers meeting is this afternoon at Ralph Ellison.

Denyveta shared several customer comments and letters.

CONSTRUCTION MANAGEMENT – Todd provided updates on the current and upcoming projects.

Service Center - They are continuing to focus on a plan for storm water retention and will be meeting with the City within the next week.

Ralph Ellison Project - An ad has been posted in the newspaper for the selection of an architect.

Northwest Library – Continuing to look for sites.

LIBRARY COMMISSION – Donna stated a Long-Range Planning Committee meeting has been tentatively set for July 25 at Belle Isle.

There are five Commission members who are up for re-appointment this year. Donna has communicated with four of the members and they have agreed to serve another term.

FINANCE & SUPPORT – Lloyd stated the Loyalty Oath has been implemented for all new hires.

Employee parking at the Galleria parking garage is expected to be available August 1 for all Downtown Library employees.

The informational meetings on the new retirement plan will be the week of June 26 through June 30.

INFORMATION TECHNOLOGY – Anne reported the new sign up process for public computers begins on Monday, June 26. Techs will be stationed at the libraries on the first day to provide assistance, if needed. Kim Terry handed out brochures which will be available to the public to explain the new procedures for the computer sign up process. Kim will be sending brochures to all the libraries and departments.

DEVELOPMENT AND VOLUNTEER SERVICES – Lloyd reported in Ernestine's absence.

Ernestine is currently scheduled to return to work on June 28.

Kay Samaripa, the new Friends Coordinator, began work on Monday, June 19.

FACILITIES MAINTENANCE – Patrick reported the Maintenance department is continuing work on various projects at Ralph Ellison and Belle Isle.

HUMAN RESOURCES – Lloyd reported in Ric's absence.

Insurance enrollments for the next Fiscal year are underway.

Safety Training for the second quarter is due by June 30.

MARKETING AND COMMUNICATIONS – Kim reported the magazine will be out within the next week. The calendars are expected to arrive by the end of the week.

Meeting adjourned at 10:10 a.m.