

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: August 16, 2006

Present:

Kim Terry, Chair
Donna Morris
Jim Welch
Dana Morrow
Ernestine Clark

Denyveta Davis
Patrick Williams
Lloyd Lovely
Candace McDaniel
Anne Fischer

Karen Marriott
Todd Olberding
Ric Rea
Kay Bauman

Excused:

CURRENT ITEMS

- 1) **Telephone Log Sheet.** Ernestine referred to the telephone log sheets and asked if each department should still be logging long distance calls, noting personal or business. Anne stated in the future it is planned that each phone will itemize calls made and the log sheet will not be needed; however until that time each department should still be utilizing the log sheet to reference calls made within the department and also long distance faxes.
- 2) **Final Budget.** Lloyd stated the Finance Committee has approved the Final Budget FY 06-07 as presented. The Final Budget will go to the commission August 24.
- 3) **Elevator Access/Lockout Schedule.** Candace handed out a draft copy of a proposed Elevator Access/Lock Out Schedule. Fourth floor public access was discussed. It was decided the elevators to all the floors should be left unlocked until 5:00 pm.

REVIEW OF CALENDAR

August 21 ~ XChange

September 9 ~ Septemberfest

September 22 ~ End of summer, Hawaiian shirt day

September 26 ~ A&P Grievance

REVIEW OF ASSIGNMENTS

Café Committee ~ The second bid request was issued on August 1. No replies were received. Candace is continuing to research for prospects.

REPORTS

FINANCE – Lloyd stated he has completed the budget process and the FY audit is also being completed.

IT – Anne reported they have been busy installing new printers at Circulation.

Dell has recently recalled laptop batteries; IT is in the process of collecting any dell batteries within the system to send back to Dell for replacements.

FACILITIES MAINTENANCE – Patrick reported the exterior painting at Belle Isle is complete.

Work began yesterday on the Nicoma Park parking lot.

HUMAN RESOURCES – Ric stated they are working on issues with the new online application process.

MARKETING AND COMMUNICATIONS – Kim stated she will soon begin interviewing process for the Graphic Artist position.

The new book bags are selling good. Some libraries have already had to order more.

LIBRARY OPERATIONS & PLANNING – Kay reported the summer reading surveys are up for staff and volunteers.

The announcement for upcoming FOCUS has been sent out.

LIBRARY OPERATIONS – Denyveta reported with Nita's help she has developed a handbook for new managers. Kellie will be scanning the handbook to have an electronic copy available.

The Assistant Library Managers are beginning phase 2 of the job enrichment opportunity program. The Assistant Managers will begin six month rotations beginning in October.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the new equipment for the fourth floor has arrived and is being installed.

Additional new furniture has been ordered for the Friend's room and new teacher tables for the classrooms.

CONSTRUCTION MANAGEMENT – Todd reported the review of architect proposals for Ralph Ellison is underway.

Four prospective sites, in addition to Francis Tuttle, for a Northwest Library were sent to the city.

LIBRARY COMMISSION – Two new commission members have been appointed. Lee Alan Leslie, appointee for Midwest City will replace Pamela Pung and Ralph Bullard, appointee for Board of County Commissioners, will replace Alyne Strube.

Meeting adjourned at 11:15 a.m.