

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: August 30, 2006

Present:

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

Denyvetta Davis
Patrick Williams
Lloyd Lovely
Candace McDaniel

Karen Marriott
Todd Olberding
Ric Rea
Kay Bauman

Excused:

Anne Fischer

CURRENT ITEMS

- 1) **Dress Code.** Kim handed out copies of the Draft revised dress code. Kim reviewed the policy, guidelines and definitions. Suggestions for changes were made. Discussion followed. Kim will update the draft and bring to Ad Team for further review.

A draft memo to all staff regarding the revised dress code was also reviewed. Once the dress code revision is approved, every staff member will receive a memo regarding and highlighting the changes.

REVIEW OF ASSIGNMENTS

No updates on assignments were made.

REPORTS

INFORMATION TECHNOLOGY – Jim stated wi-fi access will soon be available at each extension library.

DEVELOPMENT & VOLUNTEER SERVICES – Ernestine stated the mailings for annual friends memberships are in process. Ernestine encouraged Ad Team to join the Friends, if they haven't done so already.

Development is also preparing for the Endowment Trust annual funds mailing.

FACILITIES MAINTENANCE – Maintenance staff is continuing work at Nicoma Park. They will be replacing the employee doors at Bethany and Southern Oaks.

Patrick stated he is working on creating specs to purchase a portabe power washer.

HUMAN RESOURCES – Ric stated they are continuing to experience complications with the online application process. The complications are delaying the ability to hire applicants for posted jobs.

MARKETING AND COMMUNICATIONS – Kim stated Marketing has designed a new project request form. She has sent the draft out to some departments who use the form frequently. Once she receives feedback and makes any necessary changes, the new form will be distributed systemwide. Interviews for a graphic designer are expected to begin next week.

An "earned media" report for the library system is currently being generated and is expected to be available at the next Ad Team meeting.

MATERIALS AND OUTREACH – Karen stated she is in the process of visiting the extensions. The collections look good.

OUTREACH – Dana reported Septemberfest will be September 9th at the Governor's mansion.

Dana Dunbar will be coming in October.

Outreach at Downtown is getting new furniture.

LIBRARY OPERATIONS & PLANNING – Kay reported on FOCUS. Focus will be October 9 at the Meridian Clarion Convention Center. There are more choices this year on sessions that are being offered. Employees will be able to register online again this year. Kay stated that Stacy may be able to come to Ad Team to provide more information regarding the days events.

Stu is currently working on the ODL report, which is due October 1.

Kay concluded she is working on updates to the policies and the Strategic Plan.

LIBRARY OPERATIONS – Denyveta shared notes of appreciation from customers at Edmond.

Denyveta is continuing to communicate with Pioneer and Tulsa City-County on conducting a joint retreat for the three library systems and their managers.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace stated she is continuing to receive and check in furniture that has been ordered for Downtown.

Ford Audio has completed the work and installments for the classrooms on the 4th floor.

CONSTRUCTION MANAGEMENT – Todd stated the meeting last week with the "forensic specialist" regarding the leaks Downtown went well. Todd hopes to have a report by them soon.

Review of Architect information for Ralph Ellison Library and the Service Center project is currently underway.

FINANCE & SUPPORT – Lloyd reported his office is wrapping up the year end audit and the budget process.

Meeting adjourned at 11:25 a.m.