

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: September 13, 2006

Present:

Ric Rea, Chair
Donna Morris
Jim Welch
Anne Fischer
Ernestine Clark

Denyvetta Davis
Patrick Williams
Lloyd Lovely
Candace McDaniel

Karen Marriott
Todd Olberding
Ric Rea
Kay Bauman

Excused:

Dana Morrow

CURRENT ITEMS

- 1) **Dress Code.** Kim handed out copies of the Draft dress code revised since the last meeting of the Ad Team. She reviewed the draft policy and stated she will be taking the dress code to the Manager's meeting for feedback and input. She will then be bringing back their suggestions back to the Ad Team.

REVIEW OF CALENDAR

REVIEW OF ASSIGNMENTS

Kim requested the report date for Assignment #1 be extended. The graphic artist, Dave, will be starting on September 25 and he will be working on numerous projects.

Candace provided an update on the Cafe Committee. She stated there are currently three people who have expressed an interest in the café.

Todd reported on the Service Center. Work is currently underway to create a package for the architect selection process. Todd will be submitting the information to the Deputy Executive Directors for review in an upcoming meeting.

REPORTS

FACILITIES MAINTENANCE – Patrick stated testing is currently underway for the fire alarm systems. The Downtown alarm will be tested on September 29.

HUMAN RESOURCES – Ric stated his office is currently testing another online application program. Redmatch, the program currently being used by the system has offered to allow the system to opt out of the contract, due to the ongoing complications with the software.

MARKETING AND COMMUNICATIONS – Kim reported the new Graphic Designer for Marketing will begin on September 25.

The magazine/calendar is at the printer and should be delivered to the libraries next week.

MATERIALS & OUTREACH – Karen stated ILL is short staffed.

Karen also reported for Outreach in Dana's absence. Septemberfest was very successful. They saw approximately 3000 people.

LIBRARY OPERATIONS & PLANNING – Kay reported the registration process for Focus is underway. Stacey will be making a presentation to the Commission at the September meeting.

LIBRARY OPERATIONS – Denyveta handed out an article on Employee Rotations. She stated the Assistant Managers will begin their six month rotation on October 2.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported there will be two session for “Fire Extinguisher” training on October 18 and there will be two sessions for “Evacuation Procedures” on October 25. Candace will send out information to the staff.

Oklahoma State Regents for Higher Education will be using the meeting space at the Downtown Library on September 26 and 27.

The Oklahoma City Chamber will be meeting at the Downtown Library November 7-9.

An Open House for the Downtown Library has tentatively been scheduled for December 12 from 3-7 pm. The open house will be a time to showcase the building and the facility to Downtown Businesses.

CONSTRUCTION MANAGEMENT – Todd reported he is continuing work on the Ralph Ellison project and working to identify potential property for a Northwest Library.

LIBRARY COMMISSION – Donna reported that Alyne and Pamela will be presented with Resolutions of Appreciation at the September Commission meeting.

Bethany Library will be closed October 2-4.

FINANCE & SUPPORT – Lloyd stated Rosemary will be job shadowing him in the Business Office this afternoon.

The audit has been finalized and will be presented at the September Commission meeting.

INFORMATION TECHNOLOGY – Anne reported equipment is being upgraded at the extensions in order to move them to the new phone system and to have wireless internet access capabilities.

The vacancy notice for Eddie’s position was posted yesterday. They will soon begin reviewing applicants for that position.

Meeting adjourned at 11:10 a.m.