

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: October 25, 2006

Present:

Karen Marriott, Chair
Donna Morris
Jim Welch
Anne Fischer
Ernestine Clark

Denyveta Davis
Dana Morrow
Lloyd Lovely
Candace McDaniel

Karen Marriott
Todd Olberding
Ric Rea
Kay Bauman

Excused:

Patrick Williams

Guests:

Roy Ballou

Barbara Beasley

CURRENT ITEMS

- 1) **JCLC Conference Highlights.** Denvyetta provided information on the Joint Conference of Librarians of Color she attended in Dallas. The opening reception was held at the Dallas Public Library. Denvyetta shared information on the services the Dallas library provides.
- 2) **Online Application Process Demonstration.** Roy Ballou provided a demonstration of the new online application process using Taleo software. The software has many search functions and capabilities. It allows for attachment of resumes and cover letters. Managers also have the capability of prescreening applicants using the software. Roy will be attending a future Manager's meeting to demonstrate the many features of the new program. He will also be providing training to managers individually as needed.

REVIEW OF ASSIGNMENTS

Candace provided an update on the Cafe Committee. She has met with the Catering Company and they are interested in the space. The Journal record cited the Catering Company as being the largest catering company in Oklahoma.

Todd reported on the Service Center. An email has been sent out to establish a building committee. Todd will be sending out a request for qualifications and a request for proposals.

REPORTS

MARKETING & COMMUNICATIONS – Kim is currently working on various Holiday materials and the Annual Report.

MATERIALS AND OUTREACH – Karen reported new shelves have been installed in the basement.

The 1st Amendment Congress is coming up in November. Janet has information if anyone is interested.

OUTREACH – Dana reported she has met with Smart Start, a Central Oklahoma Group. Smart Start will be putting up Billboards around the community. Smart Start's focus is to teach by speaking, thinking, singing.

The State Literacy Coalition will be meeting at the Downtown Library tomorrow, October 26.

LIBRARY OPERATIONS & PLANNING – Kay stated work is currently underway for the upcoming Focus Groups. Kay Ham will be the facilitator. The goal for the next strategic plan is to establish a clear compelling vision.

The annual ODL Report has been approved.

LIBRARY OPERATIONS – Denyveta reported the Assistant Managers will be meeting this afternoon.

Ralph Ellison Library is currently undergoing rotation of library staff. The rotations period will last six weeks.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she is currently working on plans for a Holiday Open House. Kim and Dave are working on a brochure and invitations.

CONSTRUCTION MANAGEMENT – Todd reported water testing will be conducted Downtown the week of November 6.

INFORMATION TECHNOLOGY – Anne reported IT has been busy installing wireless at the Extensions.

Four computers have been added at Bethany and Village. Two computers have been added at Warr Acres.

John Utley has replaced Eddie Terry as Computer Operations Supervisor.

DEVELOPMENT – Ernestine reported her office is working on the booksale.

HUMAN RESOURCES – Ric reported he attended an Oklahoma Security Council meeting recently. Closed circuit television camera's will soon be installed in various places in Downtown Oklahoma City.

Meeting adjourned at 11:40 a.m.