

# METROPOLITAN LIBRARY SYSTEM

## Ad Team Minutes Meeting Date: November 8, 2006

### **Present:**

Candace McDaniel, Chair	Denyvetta Davis	Karen Marriott
Donna Morris	Dana Morrow	Ernestine Clark
Jim Welch	Lloyd Lovely	Ric Rea
Anne Fischer	Kay Bauman	

### **Excused:**

Patrick Williams	Todd Olberding
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### **Guests:**

Heidi Port

## **CURRENT ITEMS**

- 1) Staff Volunteer Proposal.** Heidi Port handed out copies of the proposal of staff volunteer involvement for 2007. Last year there were 281 participants, which is about 70% of staff. The United Way campaign has been added to the staff volunteer events and will coincide with the other events next year. Kim Terry will be the co-chair of the United Way campaign, which will kick off on September 24 and end at Focus in 2007. Heidi also handed out copies of the draft design for the Staff Volunteer tshirts for 2007. Ad Team approved the recommendations for the Staff Volunteer events for 2007.
- 2) Dress Code.** Kim provided an updated version of the draft for the dress code. The policy has been reviewed by the Library managers. Kim reviewed the changes that have been made. Donna recommended the draft dress code be finalized and updated in the policies. The other Ad Team members in attendance agreed. Kim will make the final edits to the policy and will send out an email notifying all staff.
- 3) New Magazine Layout.** Kim provided a draft of the new magazine layout. The new magazine will be titled info. She highlighted the changes made from the previous magazine. Kim passed around copies for review of the draft of the new magazine for review.
- 4) Field Trip to Pioneer Library System.** Anne stated she and Jimmy recently visited the Norman and Moore Library. She explained the setups of both libraries and the services provided at each.

## **REVIEW OF CALENDAR**

OPEN HOUSE @ DN ~ DECEMBER 12

## **REVIEW OF ASSIGNMENTS**

Candace provided an update on the Cafe Committee. She stated she is currently working on a lease agreement and hopes to take it to Commission next week. A Café committee meeting is scheduled for Thursday, November 9.

## **REPORTS**

**MATERIALS & OUTREACH** – Karen reported Overdrive is moving forward. A target start date for the services is January 2, at which time the program will be a pilot project accessible

from a home computer or thru wireless services. To date 150 titles have been selected. Karen hopes to have 250 titles available by the start date. A demonstration will be provided at the manager's meeting next week and will also be brought to the next Ad Team meeting.

**OUTREACH** – Dana reported on the various Outreach programs happening within the library system.

Dana handed out examples of some billboards currently being displayed and sponsored by Smart Start Oklahoma.

The Outreach department is getting new office furniture, similar to the other office furniture throughout the Downtown Library.

**LIBRARY OPERATIONS & PLANNING** – Kay stated she will be in Nashville the week of November 13 for the Public Library Association (PLA) bootcamp.

The focus groups will begin next week.

**LIBRARY OPERATIONS** – Denyveta stated the Assistant Manager rotations are going good.

Denyvetta will be meeting and brainstorming with Pioneer and Tulsa Library system on November 9 to plan a future manager retreat incorporating the three systems together. Denyveta will report on that meeting at the next Ad Team meeting.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace reported she currently has received 600 plus names for the mailing list for the Downtown Open House event. She hopes to have the invites out by December 1.

Work is underway for the Holiday decorations and the employee luncheon, which will be December 13. Fran Pendleton and Heidi Port are currently assisting with the decorations and luncheon.

**LIBRARY COMMISSION** – The A&P Committee will be meeting November 30 for the Executive Director annual evaluation.

**FINANCE & SUPPORT** – Lloyd reported the Loyalty Oath project is almost complete.

**INFORMATION TECHNOLOGY** – Anne reported the 470 for E-Rate has been filed.

**HUMAN RESOURCES** – Ric reported Roy has begun training managers on Taleo, the new application tracking software.

**MARKETING & COMMUNICATIONS** – Kim passed around two drafts of holiday cards.

Kim is currently working on the annual report and hopes to have it to Donna and Kay for review soon.

**Meeting adjourned at 11:27 a.m.**