

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: January 3, 2007

Present:

Ernestine Clark, Chair
Donna Morris
Jim Welch
Anne Fischer
Kim Terry

Denyvetta Davis
Todd Olberding
Lloyd Lovely
Dana Morrow
Kay Bauman

Karen Marriott
Candace McDaniel
Ric Rea
Patrick Williams

Calendar Review

Assignments Review

Café – There are signs displayed in the windows of the café announcing the opening coming soon. The café will be called 1st Edition Café and Espresso Bar.

Service Center – A Request for Qualifications (RFQ) for an architect will be sent out January 4. The goal is to be able to award the contract at the March Commission meeting.

REPORTS

LIBRARY OPERATIONS – Denvyvetta has met with the staff who was involved with the recent rotations to and from Ralph Ellison. The consensus of the staff was that it was a good experience and each would be willing to do it again.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the entertainment at the Downtown Library on Opening Night was great. The Catering Company was active during the night and served coffee and hot cocoa with the proceeds donated to the Arts Council.

CONSTRUCTION MANAGEMENT – Todd reported the NW Library Project Agreement will be on the agenda for approval from the Commission at the January 18 meeting.

LIBRARY COMMISSION – Donna reported she met with the Jones Mayor regarding the City of Jones desire for a full service library.

FINANCE & SUPPORT – Lloyd reported the budget planning schedule is moving forward.

INFORMATION TECHNOLOGY – Anne reported she is working on E-Rate filing.

IT has a new tech in their office, his name is Matthew Cotter.

DEVELOPMENT – Ernestine reported her office is working with the Friends for the upcoming booksale. Meetings are also underway planning and preparing for the Literary Voices Author Event.

FACILITIES MAINTENANCE – Patrick reported they have a new staff member in the Maintenance Department. His name is Sam Lopez.

MATERIALS & OUTREACH – Karen reported the Emedia service began yesterday, Jan. 2.

OUTREACH – Dana reported her staff is preparing for Winter Read Fest, which is set to begin in February.

LIBRARY OPERATIONS & PLANNING – Kay reported work is being done on the System Reserve Labels.

The Planning Department is setting up a large amount of training opportunities, which will be scheduled through June.

The Village Library will be getting a new reference desk soon.

Stu Williamson is continuing work for the Oklahoma Folklore project. Once complete, the Oklahoma Folklore collection will be available and accessible through the online databases. Kay stated Stu will attend the Jan. 31 Ad Team meeting to make a presentation on the collection.

Work is continuing on the Strategic Plan. The Focus Group summaries have been posted online.

Meeting adjourned at 10:15 a.m.