

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: January 31, 2007

Present:

Candace McDaniel, Chair	Denyveta Davis	Karen Marriott
Donna Morris	Todd Olberding	Ernestine Clark
Jim Welch	Lloyd Lovely	Ric Rea
Anne Fischer	Dana Morrow	Patrick Williams

Excused:

Kim Terry	Kay Bauman
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Guest:

Phil Tolbert	Stu Williamson
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CURRENT ITEMS

- 1) Oklahoma Folklore.** Stu Williamson provided an online presentation of the Oklahoma Folklore collection. The Oklahoma Folklore collection was made possible with a grant from the Inasmuch Foundation. The site will be available through the online databases. At this time there are approximately 800 documents included in the collection. There are various categories within the collection to browse, similar to the Oklahoma Images collection. Discussion followed.
- 2) Legislative Issues.** Donna handed out copies of some Legislative Bills which have recently been introduced. House Bill 2192, which relates to membership of the library commission. House Bill 1715 calls for prohibiting certain children from accessing the Internet at public libraries without adult supervision. Discussion followed.
- 3) Mid-Winter Conference.** Denyveta provided information on the recent ALA Mid-Winter conference she attended in Seattle. Denyveta has been appointed to serve on the Black Caucus Executive Board for a two year term. She attended a retreat for the Board while in Seattle. Denyveta provided information on the African American Book Awards. She also attended the Seattle Public Library and brought some information brochures regarding policies and procedures for the Seattle Library. Discussion followed.

Calendar Review

Friends Booksale – February 23, 24, 25

WinterTales – Begins February 16

The C-Span bus will be at the Downtown Library & Belle Isle Library – February 7

Assignments Review

Café – The building permit for the café is at the city for approval. The permit is needed to begin receiving bids for the electrical work in the café area.

Service Center – Architect selection has been narrowed down to five possibilities. Interviews with the five companies will begin next week.

REPORTS

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she has begun to see an increase in space rental inquiries. A lot of people who weren't able to make it to the Open House in December have called for information.

CONSTRUCTION MANAGEMENT – The sale of the old downtown library building was posted in the newspaper this morning.

The Northwest Library Project Agreement will be on the City Council Agenda February 9.

ADMINISTRATION/COMMISSION – Donna passed around a set of the Oklahoma Images bookmarks. Each library will receive one set of bookmarks every month for a total of 12 different images throughout the year.

FINANCE & SUPPORT – Lloyd reported that Phil Tolbert is job shadowing him today and he shadowed Phil on Monday.

The budget process and timeline was sent out via email last week.

INFORMATION TECHNOLOGY – Anne reported she is currently working on E-Rate, which is due next week. The Gates Grant report is also in the process of being filed online.

DEVELOPMENT – Ernestine reported her office is busy preparing for the Friends Booksale and the Literary Voices Dinner.

FACILITIES MAINTENANCE – Patrick reported Maintenance staff has replaced heating coils at Capitol Hill.

There is a pre-bid meeting for the Warr Acres parking lot scheduled for Feb. 1 at 10 a.m.

MATERIALS & OUTREACH – Karen reported there will be series of collection workshops beginning in April.

Budget information was recently sent out to the Library Managers.

OUTREACH – Dana reported Deaconess Hospital has recently requested another shipment of the Read to Me packets.

There will be recording opportunities for Oklahoma Legends at the OLA annual conference this year.

The Arts Council grants have been completed.

LIBRARY OPERATIONS – Denyvetta reported Planning is working on setting up training geared specifically to the Extension staff and their duties.

The Manager's meeting will be this afternoon. Stu will be providing statistical information on computer sign-ups.

Meeting adjourned at 11:05 a.m.