

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: February 14, 2007

Present:

Dana Morrow, Chair
Donna Morris
Jim Welch
Anne Fischer
Kim Terry

Denyvetta Davis
Todd Olberding
Lloyd Lovely
Ernestine Clark
Kay Bauman

Karen Marriott
Candace McDaniel
Ric Rea
Patrick Williams

Guest:

Jean Johnson

New Items

- 1. Staff Association Survey Results.** Jean Johnson stated there were five topics in the survey and the staff was asked to rate the importance of each. The Ad Team received the compilation of the results from the survey. From the responses received pay and communication were the two most important. Jean stated the surveys were distributed through the staff association reps at each library. There were a total of 92 survey responses received. Jean stated she will need to schedule a meeting with Donna and provide a response from the Ad Team to the staff association regarding the survey results. Donna stated the Ad Team will further review the staff association survey and by-laws and she will meet with Jean Johnson within the next few weeks to provide a response and discuss further. Discussion followed.
- 2. Strategic Plan.** Kay asked Ad Team for some thoughts and suggestions in coming up with a vision statement for the library system and the new strategic plan. A vision statement should provide direction or guidance. Discussion followed.

Another step in the strategic plan is to establish some goals and objectives and service responses. Kay handed out a worksheet with several examples of goals and objective and another worksheet with examples of service responses. She also handed out a fill in the blank worksheet and asked each member to come up with a service response and goal for that response. She asked for the information to be sent to her by Friday, February 16. Kay will be compiling the information and will come back to the group for more input.

Calendar Review

Feb. 19 – Xchange @ Edmond

Assignments Review

Service Center – An architect has been identified for the Service Center. Negotiations will begin today.

REPORTS

CONSTRUCTION MANAGEMENT – Todd stated the Northwest Library project agreement was approved by the City Council on February 13.

ADMINISTRATION/COMMISSION – Donna handed out copies of the committee substitute for House Bill 1715. The substitute replaces the previous bill which was in the commission packets.

DEVELOPMENT – Ernestine reported Development is continuing to prepare for the upcoming booksale.

FACILITIES MAINTENANCE – Patrick reported Maintenance has also been busy moving books to the fairgrounds preparing for the booksale.

HUMAN RESOURCES – Ric reported interviews are being conducted for a security manager.

MARKETING AND COMMUNICATIONS – Kim asked if anyone is interested in attending the Oklahoma City Public Schools – Stars of Education recognition and awards. It will be March 1st at the Cox Convention Center. Kim asked members to let her know by the end of the day.

OUTREACH – Dana stated Sweet Biscuits was a success.

WinterTales will begin Friday, February 16.

Dana handed out information on the Oklahoma Voices project. Oklahoma Voices is an oral history project that has been approved by the Oklahoma Centennial Commission as an official Oklahoma Centennial Project.

LIBRARY OPERATIONS & PLANNING – Kay reported, if approved by the commission at tomorrow's meeting, the Village Library will be getting a new reference desk within the next month.

Kay is also working on some changes to the MLS Room Manager program.

The Info magazine is now accessible via the intranet as a PDF file. Kay encouraged Ad Team members to make it a priority and to encourage staff to visit the intranet frequently and keep up to date with what is going on throughout the system. New information is added to the intranet frequently.

LIBRARY OPERATIONS – Denyveta reported she attended the Sweet Biscuit performance at Luther Library and was very pleased.

She is currently preparing for the upcoming Manager's retreat including staff from Tulsa City-County Library System and Pioneer Library System.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she has been contacted by St. Gregory's University and they are interested in the possibility of holding classes at the Downtown Library.

Meeting adjourned at 11:40 a.m