

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: March 14, 2007

Present:

Lloyd Lovely, Chair
Kay Bauman
Jim Welch
Anne Fischer
Kim Terry

Denyvetta Davis
Todd Olberding
Dana Morrow
Ernestine Clark
Donna Morris

Karen Marriott
Candace McDaniel
Ric Rea
Patrick Williams

Guest:

Stacy Schrank

New Items

- 1. Library Manager's Retreat.** Stacy Schrank reported on the Library Manager's retreat. The retreat was held at the History Center and included managers from the Metropolitan, Pioneer, and Tulsa systems. The retreat was well received and a great success. Heid Port facilitated the True Colors Awareness Training for the three systems at the retreat. Stacy provided color charts of how each system is represented with the True Colors. Discussion followed.
- 2. Policies and Procedures review.** Prior to the meeting Kay emailed draft policies and procedures for Ad Team to review. The draft policies were related to the the Library Collections policy and also the Stewardship of Financial Resources. Kay asked for any additional questions or comments. The next step will be to take the draft policies to committee and then to commission for approval.

Assignments Review

Café Committee – Candace reported she is waiting to receive the building permit for the cafe.

Service Center – Todd reported the Architect agreement and award is on the commission agenda for March 15.

REPORTS

FINANCE & SUPPORT – Lloyd reported he is in the process of conducting interviews for the open position in the Business office.

INFORMATION TECHNOLOGY – Anne reported the Village Library will re-open Thursday, March 15. The new reference desk look great.

DEVELOPMENT – Ernestine reported her office is currently mailing out invitations for the upcoming Literary Voices author dinner. If there is anyone who wants to attend, they need to get their money in as soon as possible. Tickets are selling fast.

FACILITIES MAINTENANCE – Patrick reported Maintenance is finishing up with work at the Village, getting ready to re-open since the new reference desk was installed.

HUMAN RESOURCES – Ric reported interviews are underway in his office for the Human Resources Specialist position.

The Workers Compensation rates have been reduced again.

MARKETING & COMMUNICATIONS – Kim reported the new magazine will be out next week. This month's focus will be on Mystery Writer's. Sue Grafton is on the cover of the magazine.

The open position in Marketing will close on Friday.

LIBRARY OPERATIONS & PLANNING – Kay reported on the recent changes at the Village. She took pictures yesterday during her visit at the Village. Teresa will be posting them on the intranet.

Kay thanked Patrick for all the help from Maintenance at the Village Library the past three days.

LIBRARY OPERATIONS – Denyvetta reported the extension meeting will be March 26 in Jones at the Elks Lodge. Barbara Beasley will be shadowing Denyvetta on that day.

The first rotation of the assistant library managers will end this month. The second rotation will begin April 2.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the Safety Committee will be positing safety presentation slides on the intranet to help create awareness. The slides will change frequently. Materials for safety training relating to the slides are available in the Human Resources department.

CONSTRUCTION MANAGEMENT – Todd reported he will be meeting with the attorney this week regarding the Downtown Library leaks and repairs.

AMDINISTRATION/COMMISSION – Donna reported she met with new commission member, Judy Smith on Monday. Judy was appointed by the Village city council to replace Peggy Winters.

Donna reported on an article featured in Women's Day Magazine on how libraries change lives. She will forward the article to the Ad Team.

Donna reminded Ad Team if anyone has responses regarding the staff association survey, please let her know. She will be meeting with Jean Johnson within the next couple of weeks.

Meeting adjourned at 11:20 a.m