

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: March 28, 2007

Present:

Lloyd Lovely, Chair
Kay Bauman
Jim Welch
Anne Fischer

Denyvetta Davis
Donna Morris
Dana Morrow
Ernestine Clark

Karen Marriott
Candace McDaniel
Ric Rea
Kim Terry

Excused:

Patrick Williams

Todd Olberding

Guest:

Kelley Hoffman

New Items

- 1. Benefits Fair.** Kelley Hoffman reported the MLS Benefits Fair will be Thursday, April 5 from 9 a.m. to 3 p.m. @ St. Luke's Methodist Church. Information has been sent out to all full time MLS employees. Free vision and hearing screenings will be available as well as a free body composition assessment. There will also be several door prizes given away.
- 2. Friend's grants.** Donna reported the sub-committee met yesterday to review the Friend's grants. All the grant's submitted were approved with a few changes to some.

Assignments Review

No updates were made on assignments

REPORTS

DEVELOPMENT – Ernestine stated as of today there are only 75 seats available for the Literary Voices dinner.

The Endowment Trust Board will be voting in two new trustees this week.

HUMAN RESOURCES – Ric reminded Ad Team, if any managers need to add positions or additional hours for the next fiscal year budget; it needs to be entered as soon as possible.

MARKETING & COMMUNICATIONS – Kim reported the Summer Reading materials have been sent to the printer.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she is expecting to receive the building permit for the café this afternoon, so work can begin in that area.

MATERIALS & OUTREACH – Karen provided stats from eMedia. As of today there have been 1355 circulations. There are currently 436 unique patrons using eMedia. The majority of the titles have been checked out.

OUTREACH – Dana reported Outreach is currently preparing for Summer Reading.

The Oklahoma Voices project is going well. There will be a booth set up at OLA to conduct interviews.

LIBRARY OPERATIONS & PLANNING – Kay reported she and Anne recently visited all the full service libraries to decide on placement of the printers for the new system reserve process. Kay stated she is hopeful to be able to award the new printers at the May Commission meeting and to begin the new process after that.

There are many Sue Grafton displays at each library location.

This year the ODL survey will take place the second week of April.

LIBRARY OPERATIONS – Denyveta reported she recently met with the Extension Specialists. Todd attended the meeting and provided updates on current building projects.

The Manager's meeting is this afternoon at 1:30 p.m.

Denyveta shared a customer kudo she received regarding Pat Whisenhunt at Belle Isle Library. She also shared a thank you note from a customer who attends the Tai Chi classes at the Choctaw Library.

CONSTRUCTION MANAGEMENT – In Todd's absence, Lloyd reported the Service Center project is coming along.

Todd is currently working with the City of OKC in developing future bond projects for the system.

ADMINISTRATION/COMMISSION – Donna reported she had the opportunity to speak to the Rotary Club about the various services the library offers. The information was well received. Members of Rotary were very much interested in the Ebsco databases accessible through the library's website.

FINANCE & SUPPORT – Lloyd reported on the new employee in the Business office, Denise Ryan. He encouraged staff to stop by the Business Office to meet her.

Meeting adjourned at 10:13 a.m