

# METROPOLITAN LIBRARY SYSTEM

## Ad Team Minutes Meeting Date: April 11, 2007

### **Present:**

Denyveta Davis, Chair  
Kay Bauman  
Jim Welch  
Anne Fischer  
Todd Olberding

Lloyd Lovely  
Donna Morris  
Dana Morrow  
Ernestine Clark

Karen Marriott  
Candace McDaniel  
Ric Rea  
Kim Terry

### **Excused:**

Patrick Williams

### **Guest:**

Linda Bahr

Stacy Schrank

Kellie Bradford

### **New Items**

- 1. Leadership MLS.** Stacy Schrank provided information on Leadership MLS. The proposed program will prepare and develop current employees for their current and future leadership positions within the organization. The program is being proposed for implementation during the spring, summer and fall of 2007. The goal of Leadership MLS is to provide an encompassing view of the many issues associated with the field of library leadership. Stacy provided handouts with detailed information on the goals and objectives. Discussion followed. Employees who are interested in participating in Leadership MLS must submit an application for admission. The employee's supervisor will then need to submit a letter of recommendation. The Executive Director and Deputy Executive Directors will compose the Selection Committee for considering the eligible applicants for participation.
- 2. Come Read with Me Presentation.** Linda Bahr, Project Coordinator, Outreach presented a Come Read with Me video from the Boys and Girls Club of Oklahoma City. Linda encouraged Ad Team members to attend future Come Read with Me site visits. Discussion Followed.

### **Assignments Review**

Café – Candace stated the electricians are working in the café. The contract approval will be on the agenda for the April commission meeting.

Service Center – Todd stated meetings with the architect have been scheduled. The architect will be meeting with the departments that will be located at the Service Center.

### **REPORTS**

**DEVELOPMENT** – Ernestine reported Development continues to work on the Literary Voices Dinner. As of yesterday, there were only 21 tickets left. The publicity has been great.

**MATERIALS & OUTREACH** – Karen reported she is continuing work on the budget to meet the April 16<sup>th</sup> deadline.

**OUTREACH** – Dana reported Outreach is busy preparing for Summer Reading. Materials have started to arrive for the Summer Reading program.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace reported on various upcoming events that will be taking place at the Downtown Library.

**LIBRARY OPERATIONS** – Denyveta reported Mary Mahan is back to work and she is very excited about her return.

Denyvetta reported on some six month provisional assignments. Fariba Williams is at Ralph Ellison. Rondia Banks is at Midwest City and Cheryl Coleman is at Warr Acres.

**LIBRARY OPERATIONS & PLANNING** – Kay reported she is continuing work on the Strategic Plan. She will be presenting the plan to Ad Team and to the the Long-Range Planning Committee.

Kay gave Kudos to Candace, Kim and Denyveta for all their hard work and dedication.

**ADMINISTRATION/COMMISSION** – Donna reported Choctaw has decided to form a Tiff District.

Legislative Day will be April 24<sup>th</sup> at the Capitol.

Donna stated she did meet with two members of the Staff Association. It was a good meeting.

**FINANCE & SUPPORT** – Lloyd reported the Budget input is due by Tuesday, April 17. Budget meetings with Ad Team will be scheduled in the next couple of weeks.

**IT** – Anne reported IT is working on the budget.

IT will be doing some work out at Choctaw and installing the new phone system there.

**CONSTRUCTION MANGEMENT** – Todd reported on the upcoming 2007 OKC General Obligation Bond project. The proposals will be going to the City Council meeting for approval on Tuesday, April 17. Voting for the project will be December 11, 2007.

Ralph Ellison architect interviews are expected to begin within the next couple of weeks.

**Meeting adjourned at 11:00 a.m**