

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: April 25, 2007

Present:

Denyveta Davis, Chair	Lloyd Lovely	Karen Marriott
Kay Bauman	Donna Morris	Candace McDaniel
Jim Welch	Todd Olberding	Ric Rea
Anne Fischer	Patrick Williams	Kim Terry

Excused:

Dana Morrow	Ernestine Clark
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New Items

1. **Could You Survive?** Todd provided a questionnaire on surviving wealth, middle-class, and poverty. Discussion followed

Assignments Review

Café – Candace reported the work in the café is progressing.

Service Center – Todd reported information has been gathered from the various users of the Service Center. A target date to begin construction of the service center is February 28, 2008.

REPORTS

MAINTENANCE – Work is expected to begin on the Warr Acres parking lot within the next 3 or 4 weeks.

HUMAN RESOURCES – Ric reported his office is currently preparing the annual salary and benefits report for the Administrative and Personnel committee.

MARKETING & COMMUNICATIONS – Kim reported she will be turning in orders for Business Cards soon. If anyone needs more let Kim know as soon as possible.

MATERIALS & OUTREACH – Karen reported she and Pauline have been working on Interlibrary Loan procedures.

LIBRARY OPERATIONS & PLANNING – Kay reported “Paws for Recognition” has begun. The group has visited Maintenance, Books by Mail, and the Business Office so far.

The Planning department now has a video camera to record training classes.

LIBRARY OPERATIONS – Denyveta reported the Manager’s meeting is this afternoon at Capitol Hill. Stacy will be presenting information for Summer Reading. Linda will be providing Security updates and Anita will be providing information on Winter Read Fest.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she has been helping assemble packets for Summer Reading.

Candace will be meeting with Metro Tech on Safety policies and procedures.

CONSTRUCTION MANAGEMENT – Todd reported he is continuing work for the upcoming Bond project. There will be several future Town Hall meetings prior to the vote in December in which Kim and Donna will attend to get the publicity out to the taxpayers on how the Bond project will benefit libraries.

Ralph Ellison Architect meetings will be Thursday, April 26 and Friday, April 27.

The Northwest Library land appraisal is due at the end of this week.

ADMINISTRATION/COMMISSION – Donna reported HB 2192 passed and will be sent to the governor for his signature, effective July 31.

The Pioneer Library System Board recently appointed Ann Masters as the new director.

Legislative Day at the Capitol was yesterday. LaVetta Dent shadowed Donna and Fariba Williams shadowed Denyvetta.

FINANCE & SUPPORT – Lloyd reported he is working on establishing an auditor for the Library System for the annual auditing process.

IT – Anne reported IT has begun receiving bids for thermal printers.

Meeting adjourned at 10:20 a.m