

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: May 9, 2007

Present:

Kay Bauman, Chair
Donna Morris
Jim Welch
Anne Fischer

Denyveta Davis
Todd Olberding
Lloyd Lovely
Kim Terry

Karen Marriott
Candace McDaniel
Ric Rea
Patrick Williams

Excused:

Dana Morrow

Ernestine Clark

Leadership MLS:

Julie Ballou
Heidi Port
Sam Weehunt

Kelley Hoffman
Kristin Williamson

Emily Williams
Kellie Bradford

New Items

1. Welcome Leadership MLS participants.

Kay Bauman welcomed the Leadership MLS participants. Each participant introduced themselves and stated why they were interested in the Leadership MLS opportunity.

2. Safety Policy.

Candace reported the Safety policy is in the process of being revised. She provided a handout for Ad Team to review. The policy will go to the Commission for approval on May 17.

3. Salary and Benefits Report.

Ric reviewed with Ad Team the salary and benefits report and recommendations which will go to the A & P Committee for approval and then to Finance Committee for inclusion in the FY 07-08 Preliminary Budget.

4. Security Services FY 08.

Ric stated the current security contract with Superior Security will be rebid this year. A request for bids was sent out and four bids were received. Securitas will be the Administration Recommendation to go to the Commission meeting for approval on May 17.

5. Privacy Expectations.

Donna stated a memo was sent out to remind staff that library equipment belongs to the library. Supervisors should have access to staff desks, computer files and email at all times

Calendar Review

Finance and Long-Range Planning Committee meetings will be scheduled.
ALA begins June 22

Assignments Review

Donna suggested the Assignments review be removed from the Ad Team agenda. Once the strategic plan is complete, Ad Team can create new assignments based on the strategic plan.

REPORTS

HUMAN RESOURCES – Ric reported HUM has been busy preparing the Salary and Benefits report for the A & P Committee Meeting.

MARKETING AND COMMUNICATIONS – Kim reported Marketing has been working on the Strategic Plan and the library magazine.

Marketing has reprinted more Oklahoma Images bookmarks and will be sending extras to the libraries.

If anyone has ideas for Shelflife, please send them to Marketing.

MATERIALS & OUTREACH – Karen reported she is continuing work for the Service Center.

Karen attended the Library manager's meeting last month.

OUTREACH – Emily Williams reported in Dana's absence.

Emily passed around a Nursery Rhymes pamphlet.

The Fancy Dancers performed at the Downtown Library on Sunday, May 6.

LIBRARY OPERATIONS & PLANNING – Kay stated the Paws for Recognition program is underway.

The P & P Committee is working on several policies.

Kay is working on the budget recommendations for Planning, Headquarters, and Library Operations.

Oklahoma Folklore is now available on the library's webpage.

Kay reported she met with the Deputy Executive Director's for suggestions and recommendations to the Strategic Plan. She will bring the plan to the next Ad Team meeting for review.

LIBRARY OPERATIONS – Denyveta reported two assistant manager rotations are underway for Southern Oaks and Edmond.

Denyvetta shared a book entitled, "The Power of Nice: How to Conquer the Business World with Kindness.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the Mayor's taskforce on homelessness alliance held a meeting Downtown and was interested in meeting at the library regularly. Candace stated she has a Powerpoint presentation from the meeting if anyone is interested.

CONSTRUCTION MANAGEMENT– Todd stated the system has submitted its recommendation for the Ralph Ellison architect to the City. The selection of an architect will be made at the City Council meeting on May 22.

The money to purchase the land for the Northwest Library should be available July 1.

Todd will be meeting with the architect for the Downtown Library to look into changing the automatic doors in the atrium to revolving doors.

ADMINISTRATION/COMMISSION – Donna reported she and Lloyd are finishing up budget meetings.

HB 2192 has been approved by the Governor. The commission will consist of 27 members instead of 19. Donna sent the bill to Mr. Comstock for his review and input.

FINANCE & SUPPORT – Lloyd reported the Business Office is preparing for the preliminary budget.

The Business Office is also preparing the annual contract renewals and bids.

INFORMATION TECHNOLOGY – Anne is working on the annual Automation Report.

Jimmy is working on a PowerPoint presentation for the XChange meeting on RFID.

IT is currently in the process of replacing computers.

FACILITIES MAINTENANCE – Patrick reported the work for the Warr Acres parking lot will begin on May 24.

Pete and Russell received their certification for handling hazardous materials.

Meeting adjourned at 11:22 a.m.