

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: May 23, 2007

Present:

Kay Bauman, Chair
Donna Morris
Jim Welch
Anne Fischer
Dana Morrow

Denyveta Davis
Todd Olberding
Lloyd Lovely
Kim Terry
Ernestine Clark

Karen Marriott
Candace McDaniel
Ric Rea
Patrick Williams

Leadership MLS:

Julie Ballou
Heidi Port
Sam Weehunt

Kelley Hoffman
Kristin Williamson
John Utey

Emily Williams
Kellie Bradford

Guest:

Stacy Schrank

New Items

1. Preliminary Budget FY 07-08

Lloyd reviewed the Preliminary Budget for FY 07-08. He stated the Finance Committee will be meeting to approve the preliminary budget May 31.

Lloyd asked the Ad Team to review the budget and let him know of any changes or corrections.

2. Strategic Plan

Kay presented the draft strategic plan for FY 2007-2012. The Strategic Plan will go to the Long-Range Planning Committee in June and then to the Commission.

Kay handed out draft brochures for the new strategic plan. She explained the goals of the system and explained the vision for the strategic plan. The vision is that the Library is your inviting, innovative link to the world. Discussion followed.

Donna thanked Kay for all the hard work and effort she has put into the new Strategic Plan.

REPORTS

MARKETING AND COMMUNICATIONS – Kim reported Marketing is working on library posters for the various agencies. Summer Reading posters should be delivered soon.

MATERIALS & OUTREACH – Karen reported she is working on the annual contract renewals.

Karen will be attending the Library Manager's meeting and will be discussing ideas for Interlibrary Loan.

OUTREACH – Dana reported she attended a leadership workshop with Lt. Governor Jeri Askins as the speaker. It was a good workshop.

Dana recently attended the Smart Start Conference in North Carolina.

Outreach is currently preparing for the Summer Reading program.

The Neighborhood Arts program will be starting soon.

LIBRARY OPERATIONS & PLANNING – Kay reported she has been working on the strategic plan.

The Summer Reading online training is available on the intranet. Kay encouraged all supervisors to have their staff participate in the online training.

LIBRARY OPERATIONS – Denyveta shared several thank you letters from library customers and passed around newspaper articles relating to library services and events across the county.

The Library Managers meeting is this afternoon at Del City.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she is finishing up work on the Department of Labor report.

The Mayor's taskforce on Homelessness has been invited to meet monthly at the Downtown Library. The group will be meeting here on May 31.

CONSTRUCTION MANAGEMENT – 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 provided Construction updates.

The Oklahoma City Council has approved architect Alan Brown for the Ralph Ellison Library project.

Todd has met with Beck on the design for the replacement of the front doors at the Downtown Library. The doors will be re-designed and changed from automatic to revolving.

Todd is working with the Oklahoma City to have the roof replaced at Capitol Hill.

ADMINISTRATION/COMMISSION – Donna reported she has sent HB 2192 to Library Attorney, Bill Comstock for his review. The Bill changes the makeup of the Commission to 27 members from 19 members.

DEVELOPMENT – Ernestine reported she attended the annual Friends meeting yesterday. New Board members were appointed.

The Endowment Trust met last week.

Ernestine called on Heidi Port to provide a volunteer update. Heidi stated she is currently working on signing up volunteers for Summer Reading. She encouraged Ad Team members and office staff to sign up to volunteer at the agencies.

FACILITIES MAINTENANCE – Patrick reported the work on the Warr Acres parking lot has been completed.

HUMAN RESOURCES – Ric reported the A & P Committee approved the salary recommendations and the modifications to the benefit plans. Next the recommendations will go to the Finance Committee for inclusion into the FY 07-08 Preliminary budget.

Meeting adjourned at 10:40 a.m.