

Metropolitan Library System

Ad Team Minutes Meeting Date: June 6, 2007

Present:

Anne Fischer, Chair	Denyveta Davis	Donna Morris
Jim Welch	Candace McDaniel	Dana Morrow
Lloyd Lovely	Ernestine Clark	Ric Rea
Kim Terry		

Excused:

Karen Marriott	Todd Olberding	Patrick Williams
<u>Leadership MLS:</u>		
Julie Ballou	John Utley	Kelley Hoffman
Emily Williams	Heidi Port	Kristin Williamson
Kellie Bradford	Sam Weehunt	Stacy Schrank, EDC

Calendar Review

Long Range Planning Committee will be meeting this afternoon. Kay will be presenting the Strategic Plan and the committee will also be reviewing capital projects. ALA begins June 22. Jim Welch will be in charge while Donna is at ALA.

REPORTS

Outreach – Dana and Emily reported on the start of Summer Reading. Outreach staff went around with Spoticus to all the libraries. Dana also handed out MLS fans that have all the libraries and their phone numbers on the back. These will be handed out at “Library Night at the Ballpark” in August.

Library Operations & Planning – Kay reported that she has been spending lots of time on the Strategic Plan and will be presenting it to the Long Range Planning Committee in the afternoon.

Library Operations – Denvyetta shared an e-mail from Karen at Edmond about the beginning of Summer Reading. She also shared bookmarks from Midwest City and other kudos.

Denvyetta also reported that copies of the Manager’s Handbook has now been sent to all managers and they are working on a handbook for Extension libraries at this time.

Library Operations (Headquarters) – Candace reported that she is meeting with a representative from St. Gregory’s University in Shawnee about holding classes in our rooms for the next 18 months.

Candace also reported that the documentation for the Department of Labor has been completed and that she is still working on the safety manual.

Administration/Commission – Donna mentioned that the Long Range Planning Committee is meeting today and gave kudos to Kay Bauman for her work on the Strategic Plan and accompanying video.

She is waiting on a letter from Bill Comstock regarding the new legislation on the makeup of the library commission. She will be meeting June 7th with the mayor of Oklahoma City regarding appointing new commission members. As of July 31st, all Oklahoma City commission members will be serving under expired terms.

Donna reported that the architect chosen for Ralph Ellison renovation is Allen Brown.

Finance and Support – Lloyd reported that the budget was approved by the Finance Committee. He still hasn't heard from the county regarding projections for the next fiscal year.

Lloyd is also preparing for the upcoming audit.

Information Technology – Anne reported that the printers for the new System Reserve process have arrived and the labels should arrive within the next week. She also reported that they are almost done with the annual IT Report.

Development & Volunteer Services – Heidi reported on work with volunteers. She said that approximately 20 teens had been interviewed for Read About It and they had worked on a new way to keep them occupied while they were waiting for their turn to be interviewed.

Ernestine reported that they are in the process of training new Friends' board members. They have a larger turnover than usual this year. The Endowment Trust is working on expanding the number of trustees.

Heidi & Ernestine are giving a tour to some donors. Their office had a retreat last Friday.

Human Resources – Ric reported that he and Linda attended the National Summit on Campus Violence at the University of Central Oklahoma. One of the items they talked about was if there were profiles and they said that there really aren't identifiable profiles. He reported that there were 24 states represented with over 400 participants.

Marketing & Communications - Kim reported that she is trying an experiment this year to try and determine where it is best to advertise the Summer Reading program. She is doing less advertising on the radio and in theaters. She is still doing cable advertising.

Meeting adjourned at 9:55 a.m.