

Metropolitan Library System

Ad Team Minutes Meeting Date: June 20, 2007

Present:

Jim Welch, Chair	Denyveta Davis	Donna Morris
Todd Olberding	Candace McDaniel	Dana Morrow
Lloyd Lovely	Ernestine Clark	Ric Rea
Kim Terry		
<u>Excused:</u>		
Patrick Williams	Anne Fischer	
<u>Leadership MLS:</u>		
Julie Ballou	John Utley	Kelley Hoffman
Emily Williams	Heidi Port	Kristin Williamson
Kellie Bradford	Sam Weehunt	Stacy Schrank, EDC

REPORTS

Outreach – Dana showed a demo episode of the “Big Magic Book”. Songwriter/Performer Ryan O’Brien uses puppets, costumes, acting, singing and dancing to take his audience inside his “Big Magic Book” where stories come to life. The “Big Magic Book” will be performing at various libraries during the summer. The children’s program has proved to be a huge success.

Dana reported Summer Reading is going smoothly.

Library Operations & Planning – Kay reported she will be going to Seattle, WA for ALA this week.

Library Operations – Denyveta reported Melissa Weathers, Manager at Del City, will be on maternity leave beginning July 9 and will return September 12. In her absence, Sam Weehunt will be in charge and several managers from other locations will fill in at Del City as rotating supervisors.

Library Operations (Headquarters) – Candace reported the safety manual is now complete.

The café is progressing and is expected to be open in mid July.

Construction Management – Todd provided construction updates. The negotiations with Architect Allen Brown for the Ralph Ellison Library have been successful.

A proposal for the re-design of the front doors at the Downtown Library has been received. Staff is continuing to work with the City on the issue.

Administration/Commission – Donna announced Del City commission member Cynthia Trent has resigned. Warr Acres commission member Shirley Pritchett will be

resigning. Donna has met with Mayor Cornett regarding the expired terms of the current commission members. After discussion with the City Attorney and Library Attorney it is believed that the Mayor can re-appoint the commission members who have expired terms in 1, 2, and 3 year terms which will keep their terms staggered.

The Commission meeting will be tomorrow at Southern Oaks.

There will be a joint Long-Range Planning and Finance committee meeting in July to approve the budget for the Service Center.

Finance and Support – Lloyd reported he is working on the fiscal year end.

Information Technology – Capitol Hill Library has been re-wired. In the next couple of weeks Capitol Hill will be moved to the new phone system.

Training will begin soon for the new System Reserve printers.

Development & Volunteer Services – Ernestine reported Heidi Port attended a workshop in Las Vegas and has been trained and certified in “True Communication” and “True Conflict Resolution” an advanced application of “True Colors”.

Human Resources – Ric reported nine recruitments are underway. There have been eleven positions filled since the last Ad Team meeting.

Ric, Kay, Donna and Roy have met with Right Management to conduct evaluation process. Once the budget has been approved and the funds have been expedited the process will begin. It will take six months to a year to complete the evaluation process.

Marketing and Communications - Kim reported she has been reviewing Graphic Designer applications and hopes to have the position filled soon.

Kim will be attending ALA in Seattle.

Materials & Outreach – Karen reported she will be going to ALA in Seattle. Janet Brooks will also be attending the conference. In their absence, Julie Ballou will be tracking the budget.

Meeting adjourned at 10:10 a.m.