

# Metropolitan Library System

## Ad Team Minutes Meeting Date: July 18, 2007

### Present:

Jim Welch, Chair	Denyveta Davis	Donna Morris
Todd Olberding	Candace McDaniel	Dana Morrow
Lloyd Lovely	Patrick Williams	Ric Rea
Kim Terry	Kay Bauman	Karen Marriott
<u>Excused:</u>		
Ernestine Clark	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

### NEW ITEMS

1. **ALA REPORTS** ~ Todd, Stacey, Donna, Denyveta, Ernestine, Karen, Kay & Kim provided reports from ALA ~ Seattle.
  - A. Todd, Construction Management, provided a handout of instructions on how to access the ALA post conference materials and information.
  - B. Stacey, Planning, is the incoming vice-chair for the Continuing Library Education Network and Exchange Round Table for ALA. Stacey participated in the committee meetings, training showcase, and workshops for the group.
  - C. Denyveta, Library Operations, served on the Coretta Scott Book Awards Committee for ALA. She shared the titles of some of the books which received awards. Denyveta also assisted in resume reviews at the conference and attended many of the programs relating to the Transformation of Libraries.
  - D. Karen, Materials Selections, passed around a brochure from the conference. She attended programs relating to services, staff and technology.
  - E. Kay, Library Operations, attended various programs. She attended the training showcase and visited the Library of Congress.
  - F. Kim, Marketing and Communications, attended various marketing discussions as well as a discussion on Radio Frequency Identification (RFID).
  - G. Donna, Administration, served on the panel for Interior Design. She also served as a tour guide and showed librarian's the events that take place for National Library Legislative Day.

### Calendar Review

August 3 ~ Surplus Sale

August 14 ~ Library Night @ the Ballpark

### REPORTS

**Library Operations & Planning** – Kay reported the Strategic Plan video will soon be accessible on the intranet.

**Library Operations** – Denyveta shared customer kudo's and passed around thank you notes from library customers.

Denyvetta reported Melissa Weathers, Del City manager is out on maternity leave. Five library managers have begun rotations to help out at Del City.

The Library Manager's meeting is this afternoon at Southern Oaks.

**Library Operations (Headquarters)** – Candace reported the café will be opening soon. She thanked Patrick and his staff for their help with the café and getting it ready to open.

**Construction Management** – Todd is continuing to work and meet with Ralph Ellison Architect Allen Brown.

Todd reported Jim Hasenbeck of Studio Architects will be making a presentation at the Commission meeting tomorrow regarding the design of the Service Center.

Todd attended a conference yesterday for the 2007 bond package. The bond election will go to the public for a vote on December 11.

**Administration/Commission** – Donna passed around the current list of periodicals which are currently received by Administration. She asked Ad Team to review the list and check off the periodicals they need.

Donna announced Commission appointments. Judy Smith has been reappointed to serve her first 3 year term as representative for the Village. Alyne Strube has been appointed to serve as the representative for Choctaw. Glenda Choate has been appointed as the Jones representative. Margaret Graham has been appointed as the Luther representative.

The Finance committee met and approved the budget for the Service Center. Their recommendations will go to the Commission tomorrow for approval.

**Finance and Support** – Lloyd reported he is working the budget and preparing for the audit.

**Information Technology** – Jimmy reported Anne is on vacation. IT is working on the rewiring at Capitol Hill.

**Facilities Maintenance** – Maintenance will be using the power washer and doing outdoor cleaning at the Downtown Library in the next couple of days.

Maintenance is continuing to work and assist with the café operations. Patrick expects to get the final okay from the electrical inspector today.

**Marketing and Communications** - Kim reported she has begun interviewing for the Graphic Designer position.

**Materials & Outreach** – Karen reported the Materials Services Managers meeting will be tomorrow at Downtown at 8 a.m. She extended the invitation to the Leadership MLS participants.

The ILL Technician job opening has been posted.

**Outreach** – Dana encouraged Ad Team to go to [www.firstbook.org](http://www.firstbook.org). The website currently has a survey in which you vote for the book that got you hooked on reading. The state with the most votes will receive a donation of 50,000 books.

**Meeting adjourned at 11:15 a.m.**