

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: September 12, 2007

Present:

Anne Fischer, Chair
Donna Morris
Jim Welch
Ernestine Clark
Dana Morrow

Denyvetta Davis
Todd Olberding
Lloyd Lovely
Kim Terry

Karen Marriott
Candace McDaniel
Kay Bauman
Patrick Williams

Excused:

Ric Rea

Leadership MLS:

Julie Ballou
Heidi Port
Sam Weehunt

Kelley Hoffman
Kristin Williamson

Kellie Bradford
John Utley

New Items

1. Report on Positions.

Roy Ballou handed out a spreadsheet of recruitments filled within the past year. The report also contained the current recruitments underway.

2. RFID Sorter.

Anne reported on the recent trip several library employees took to Dallas to view an RFID sorter and its capabilities. She presented a video and photos from the trip. The RFID sorter is being considered to expedite the sorting of new books and intra-agency materials. On the way back from Dallas staff visited the Lewisville Public Library and the North Denton Library.

3. Policy & Procedure Committee.

Kay handed out copies of the following policies for review: Civil Rights Policy 510.1; Complaint Resolution 511; Procedures 511.1; Grievance Policy 520 & Greivance Procedures 520.1. The policies have been revised. Kay asked Ad Team to review the revisions and provide feedback as soon as possible. The policies will be going to the A & P Committee for approval soon.

Calendar Review

Focus is October 8.

REPORTS

ADMINISTRATION/COMMISSION – Donna reported on the recent Commission appointments. Jim Shonts has been appointed by the City of Nicoma Park; Kim Patterson has been appointed by the City of Harrah; Fran Cory and Tracy McGeehee have been appointed by the City of OKC; and Beth Toland has been appointed by the City of Warr Acres to replace Shirley Pritchett.

Donna reported someone has put graffiti on the doors of the freight elevator at the Downtown Library. Donna requested that if any employee has a visitor at the library, that

they accompany them through the non-public staff areas at all times. Maintenance will be working to find a solution to cover or paint over the graffiti in the elevator.

FINANCE & SUPPORT – Lloyd reported the Finance Committee has approved the Final Budget. The annual Audit and Budget will be presented to the Commission for approval next week.

INFORMATION TECHNOLOGY – Anne reported the new System Reserve process began on Monday. A mentor has been identified at each library location and that person will be the main go to person for their specific location, should staff need any assistance in helping a customer with the new process.

DEVELOPMENT – Ernestine reported an author has not been confirmed for the annual Endowment Trust Author Dinner.

The Endowment Trust has three new trustees; Brian Alford, Laurel Anderson, and Kathy Caine.

FACILITIES MAINTENANCE – Patrick reported Maintenance is short staffed. One technician has resigned and another is out for a HIPPA related procedure.

MARKETING AND COMMUNICATIONS – Kim reported Marketing has been busy preparing signage for Customer Appreciation month which is in October.

The Strategic Plan will be sent to the printer soon.

Kim passed around a sample of the proposed signage for the Village Library.

OUTREACH – Dana passed around a brochure of the upcoming program of “Alfalfa Bill” performed by John Hinkle. .

LIBRARY OPERATIONS – Denyvetta shared positive feedback from customers at Warr Acres and the Village.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported there are three more sessions for the Blood Borne Pathogen training. If an employee has not attended any of the previous sessions, they need to make arrangements to attend of of the three remaining.

Candace is looking to schedule the annual “Open House” on December 4th. This year the event will take place during the day, during business hours in an attempt to attract more visitors.

CONSTRUCTION MANAGEMENT – Todd reported the proposed Oklahoma City Bond Issue was approved by the City Council yesterday.

An offer for the purchase of land for the Northwest Library is expected to be issued soon. There will be a Community Meeting on October 16th for the future Northwest Library. Kim will be drafting a flyer to get the word out to the Community.

Meeting adjourned at 11:05 a.m.