

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: September 26, 2007

Present:

Ric Rea, Chair
Donna Morris
Jim Welch
Ernestine Clark

Denyveta Davis
Patrick Williams
Lloyd Lovely
Anne Fischer

Karen Marriott
Candace McDaniel
Kay Bauman

Excused:

Todd Olberding

Kim Terry

Dana Morrow

REPORTS

FINANCE & SUPPORT – Lloyd stated he will send the management letter from the auditor to the Ad Team. The auditor had two recommendations and Lloyd will be providing a response to the recommendations. Copies of the letter and response will be sent to the Commission for the October meeting.

Lloyd reported the annual Village Friends meeting will be October 9 at 5:30.

INFORMATION TECHNOLOGY – Anne reported the RFID hardware and tags have been ordered. The print management hardware and software has also been ordered.

IT has been dealing with power issues at Capitol Hill.

The computer use group met several weeks ago. A change has been made and now a customer has the ability to press a button on the computer to “park” it for 5 minutes or less. This new feature allows a customer to step away from the reserved computer, for example, if they need to go to the restroom, and not lose any of their allotted time.

DEVELOPMENT – Ernestine reported Traci Jinkens, Development Specialist, has turned in her notice. That job opening will be posted soon.

The Friends are continuing to interview for the Friends Coordinator position, to replace Kay Samaripa.

FACILITIES MAINTENANCE – Patrick reported the window in the Oklahoma Room has shattered. Maintenance is currently working on that.

Emergency lights at Belle Isle have been installed.

HUMAN RESOURCES – Ric reported there are current 17 job openings in account 101, excluding pages.

The performance appraisal study began yesterday.

LIBRARY OPERATIONS & PLANNING – Kay stated Planning is preparing for FOCUS.

Stu is working on finalizing the ODL Report.

Kay reported the current Leadership MLS class will not be coming to the remaining Ad Team meetings. The group will now be focusing on and implementing their goals. Kay suggested to Ad Team to invite the Leadership MLS participants to other internal group meetings; ie, Tech Support, Materials Services, etc. This will allow the participants to become familiar with various aspects of the library system.

LIBRARY OPERATIONS – Denyveta shared a letter from a customer expressing appreciation of the Choctaw Library.

Denyveta stated the tri-system Manager's Retreat will be at Pioneer next year. Planning has begun for the event.

The Extension Specialist bi-annual meeting will be Monday, Oct 1 at Wright.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she has received lots of inquiries for meeting space rentals.

The Safety Committee will have a booth setup at Focus and is currently preparing for that event.

ADMINISTRATION/COMMISSION – Donna reported a site has been identified and a contract awarded for the Northwest Library. The location is NW 122nd & MacArthur and is 4.9 acres. Donna passed around post cards which will be mailed out for the Northwest Library Community meeting. The meeting will be Tuesday, October 16 from 7 – 9 p.m. at Crossings Community Church.

Meeting adjourned at 10:10 a.m.