

# **METROPOLITAN LIBRARY SYSTEM**

## **Ad Team Minutes**

**Meeting Date: October 10, 2007**

### **Present:**

Karen Marriott, Chair  
Donna Morris  
Jim Welch  
Dana Morrow  
Kim Terry

Denyveta Davis  
Patrick Williams  
Lloyd Lovely  
Anne Fischer

Ric Rea  
Candace McDaniel  
Kay Bauman  
Todd Olberding

### **Excused:**

Ernestine Clark

### **New Items**

#### **1. Performance Evaluation Study**

Ric stated Right Management will be conducting the Performance Evaluation Studies on October 24, 25, and 26.

#### **2. Review Due Process Policies and Procedures**

Kay handed out draft revisions to the Due Process Policies and Procedures, SH530 and SH530.1. Kay asked Ad Team members to review the policies and to send any recommended changes or suggestions to her as soon as possible.

### **REVIEW CALENDAR**

OCTOBER 11 – LIBRARY RETIREMENT PENSION BOARD MEETING

OCTOBER 16 – A & P COMMITTEE MEETING

OCTOBER 16 – NORTHWEST LIBRARY COMMUNITY MEETING

NOVEMBER 10 – STAFF RECOGNITION DINNER

### **REPORTS**

**INFORMATION TECHNOLOGY** – Anne stated some changes to the internet sign up process were made and piloted at Southern Oaks for one week. The changes have gone well and are expected to be implemented system wide on October 15.

Shipments of the RFID hardware have been received.

**DEVELOPMENT** – Lloyd reported in the absence of Ernestine.

Ernestine will be interviewing tomorrow for the Development Specialist position. The Friends Coordinator position has been filled.

**FACILITIES MAINTENANCE** – Patrick reported daylight savings time is November 4<sup>th</sup>. Clocks will be set back one hour.

**HUMAN RESOURCES** – Ric reported there are currently 15 active recruitments, down from 17 two weeks ago.

Ric stated the Centennial Parade will be taking place Downtown on Sunday. Parking may be an issue for employees and asked that employees be permitted to park in the alley that day.

**MARKETING AND COMMUNICATIONS** – Kim reported she is working on the annual report. The report will have a centennial theme.

The Oklahoma Moments have been posted on the internet.

The Oklahoma Images brochures are back from the printer.

**MATERIALS & OUTREACH** – Karen reported Author Scott Thorough has agreed to and will be the guest speaker for the annual Literary Voices event.

Heidi Johnson will be attending the next Friends Board Meeting to talk about Tech Processing.

**LIBRARY OPERATIONS & PLANNING** – Kay reported FOCUS had a good turnout.

The internal Summer Reading survey has been completed. The results will be posted soon.

The PAWS recognition is complete. Photos from the library and office visits are posted on the intranet.

The ODL report has been completed.

**LIBRARY OPERATIONS** – Denyvetta reported the Managers are rotating to Ralph Ellison to help out at that library.

Mary Mahan of Nicoma Park has resigned.

Stu has completed the evaluations for Assistant Manager rotations.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace reported the Open House for has been scheduled for December 4. The event will take place mid-day. More information will be provided as it becomes available.

Candace reported a total of \$13,696.00 was raised for the United Way. Ad Team complimented the United Way committee on the great job they did this year.

**CONSTRUCTION MANAGEMENT** – Todd encouraged Ad Team attendance at the Northwest Library Community Meeting on October 16.

The first furniture discussion will take place Thursday for the users of the Service Center.

Todd stated the preliminary design report for Ralph Ellison is due today.

Donna and Todd will be meeting with the Mayor of Edmond and City Council to discuss plans for a future Edmond Library.

**ADMINISTRATION/COMMISSION** – Donna reported official word has been received that Scott Duncan has been replaced by Tracy McDaniel on the Commission.

**FINANCE & SUPPORT** – Lloyd reported he is in the process of cleaning up old grants.

Lloyd is working on the policy for cell phone reimbursements to standardize that process.

**Meeting adjourned at 10:30 a.m.**