

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: December 5, 2007

Present:

Patrick Williams, Chair
Donna Morris
Jim Welch
Anne Fischer
Dana Morrow

Denyveta Davis
Todd Olberding
Lloyd Lovely
Kim Terry
Ernestine Clark

Karen Marriott
Candace McDaniel
Ric Rea
Kay Bauman

Guest:

Julie Ballou
Heidi Port
Sam Weehunt

Kelley Hoffman
Kristin Williamson

Emily Williams
Stacy Schrank

New Items

1. Leadership MLS Presentation – Vision to Reality – Results and Recommendations.

The Vision to Reality Project facilitates a journey for each MLS community and individual to create their own “inviting, innovative link to the world”. This is a tool by which staff can design their roadmap to accomplish the goals of the strategic plan and make the MLS vision a reality. The goal in the visioning process was to increase staff knowledge of the strategic plan and its goals, encourage an attitude of excitement and enthusiasm regarding the future of the library system, and create ownership of the strategic plan and empowerment to implement its activities and objectives. The action plan was to select two communities, a library and a department to introduce, educate and facilitate the implementation of the strategic plan within those MLS communities, creating a system-wide model. The two communities selected were the Bethany Library and the Business Office. The Leadership MLS participants provided the results of the visioning meetings from each community. The results from the baseline surveys and evaluations were also provided. Based on the results of the survey, the Vision to Reality program has been successful in accomplishing its goals of increasing staff knowledge of the strategic plan and its goals, encouraging an attitude of excitement and enthusiasm regarding the future of the library system, and creating ownership of the strategic plan and empowerment to implement its activities and objectives. The Leadership MLS participants provided its recommendations to the Ad Team for future implementation.

Calendar Review

December 5 – Library Retirement Pension Board meeting

December 6 – Administrative and Personnel Committee meeting

December 30 – Libraries closed

REPORTS

HUMAN RESOURCES – Ric reported there are 19 positions currently open.

Supervisors need to remind staff to schedule and use leave before year end.

MARKETING AND COMMUNICATIONS – Kim reported Marketing is currently working on an entry for the “John Cotton Dana” award. The entry will be entitled “A Centennial to Remember”.

Marketing is in the final stages of completing the Annual Report.

If anyone has ideas for Shelflife, please send them to Marketing.

MATERIALS & OUTREACH – Karen reported she has been job shadowing with Outreach staff.

OUTREACH – Dana reported Anita Roesler is preparing for Winter Read Fest which will be February 1 through March 31. Dana passed around a flyer for the annual event.

LIBRARY OPERATIONS & PLANNING – Kay reported beginning December 31, Luther’s library hours will change to match the operating hours of Harrah.

Stuart Williamson has completed the Annual Statistical Report and it will be in the December Commission packets.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported on the turnout for Open House. Lt. Governor Jeri Askins was in attendance and Donna provided her with a tour of the library. Candace encouraged feedback and possible ideas for next year.

The Downtown Christmas Luncheon will be December 12.

CONSTRUCTION MANAGEMENT– Todd reported the City closed on the land for the Northwest Library on November 27th. Advertising for and architect was published on Friday, November 30th. Interviews are scheduled for January 22nd.

The Service Center is expected to go out for bid on January 15th and bids will be due on February 7th and will be awarded at the February Commission meeting.

The preliminary design for the Ralph Ellison project has been received. A meeting with the architect is scheduled for next Wednesday, December 12th.

ADMINISTRATION/COMMISSION – Donna reported she will be meeting with new commission member Tracy McDaniel on Thursday.

The Bond election is Tuesday, December 11th. Lloyd passed around a brochure from the city regarding the election.

FINANCE & SUPPORT – Lloyd reported Mark Thompson with Mass Mutual held education meeting at several libraries last week.

Interviews for the Facilities Manager will be taking place this week.

INFORMATION TECHNOLOGY – Anne reported IT is working on the RFID project. They are currently at Midwest City Library and will be at Belle Isle Library next.

Computers will be awarded at the the December Commission meeting.

DEVELOPMENT – Ernestine reported the Endowment Trust is working on obtaining sponsors for Literary Voices and the Friends are preparing for the upcoming Booksale.

FACILITIES MAINTENANCE – Patrick reported he is conducting interviews.

Some of the Maintenance staff is assisting Candace on putting up Downtown decorations.

Meeting adjourned at 10:40 a.m.