

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes

Meeting Date: December 19, 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

REPORTS

MARKETING AND COMMUNICATIONS – Kim reported an online catalog will be available soon which will list all the projects Marketing does. The catalog will also list the number of times the Metropolitan Library System is listed in articles.

MATERIALS & OUTREACH – Karen reported Interlibrary Loan has changed to using new labels similar to the system reserve labels.

OUTREACH – Dana reported sponsors have already begun to respond for Summer Reading.

LIBRARY OPERATIONS & PLANNING – Kay reported the Policy and Procedure committee has been working on the “Rules of Conduct”. The library manager’s reviewed a draft last week. Once the draft is complete, it will go to the Library Attorney for review.

Kay is also currently reviewing the Vision to Reality results and figuring out the next steps to take to implement the program. The results were provided to the Ad Team at its last meeting.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported KPMG rented meeting space and held a live broadcast at the downtown library last week. Candace thanked Anne for all her assistance.

CONSTRUCTION MANAGEMENT– Todd reported he is working on the budget and preliminary design for Ralph Ellison.

Proposals for the Northwest Library are due on Friday. MLS will review and send recommendations to the City.

ADMINISTRATION/COMMISSION – Donna passed around the Ad Team calendar of meetings for 2008. She asked Ad Team to mark the month they will be available to chair the meetings.

FINANCE & SUPPORT – Lloyd reported the Business Office is working on year end items and closing out the calendar year.

INFORMATION TECHNOLOGY – Anne reported staff continues to work on the RFID project. 231,000 items have been tagged so far. IT plans to start Edmond on January 2nd and will be finishing up at Belle Isle at the end of this week.

IT has started using the new overdue notices.

DEVELOPMENT – Ernestine reported a Literary Voices sponsor, American Fidelity, has promised to donate \$5000.

FACILITIES MAINTENANCE – Patrick reported Maintenance has been working on power issues system wide, due to the recent ice storm.

A Maintenance Tech has been hired and will be starting on Monday.

Dave Mack will be assisting Candace on Opening Night.

HUMAN RESOURCES – Ric reported Human Resources have been working on individual personnel issues.

The salary study was put out for bid and only one bid was received.

Meeting adjourned at 10:00 a.m.