

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: January 2, 2008

Present:

Donna Morris, Chair
Lloyd Lovely
Todd Olberding

Karen Marriott
Patrick Williams

Jim Welch
Dana Morrow

Excused:

Kim Terry
Ric Rea
Candace McDaniel

Kay Bauman
Ernestine Clark

Denyveta Davis
Anne Fischer

CALENDAR REVIEW

Endowment Trust Meeting ~ January 24

REPORTS

OUTREACH – Dana reported Lisa Wood, Childrens Services Coordinator, will be taking and presenting the Portable Family Place at the Commission meeting this month.

CONSTRUCTION MANAGEMENT – Todd reported 14 architect proposals were received for the design of the Northwest Library project. MLS will be giving the top 3 to 5 picks to the City tomorrow, January 3. Interviews for the architects are scheduled to begin January 22, with contract negotiations beginning February 5.

The final design meeting for Ralph Ellison will be Friday, January 4. The project is on schedule to be awarded at the June Commission meeting.

ADMINISTRATION/COMMISSION – Donna passed around a copy of the annual report.

Donna reported that she will be attending ALA Mid-winter, along with Stacy Schrank and Denyveta Davis.

Donna stated Stacy Schrank is currently working on scheduling the Ad Team retreat. Details will be sent as soon as they become available.

INFORMATION TECHNOLOGY – Jim reported the RFID project is 25% complete. Southern Oaks, Midwest City, and Belle Isle are completed. IT will start on Edmond today.

FACILITIES MAINTENANCE – Patrick reported Maintenance is continuing to clean up tree debris from the ice storm at various library locations.

Maintenance has a new employee, Gary Crouch.

Meeting adjourned at 9:45 a.m.