

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: January 16, 2008

Present:

Kim Terry, Chair
Ernestine Clark
Denyveta Davis
Patrick Williams

Lloyd Lovely
Donna Morris
Jim Welch
Dana Morrow

Candace McDaniel
Kay Bauman
Ric Rea

Excused:

Anne Fischer

NEW ITEMS

1. Budget Schedule ~ Lloyd
Lloyd handed out copies of the Budget Schedule for FY 2008-2009. The schedule remains the same as last year.
2. ALA Mid-Winter ~ Denyveta
Denyveta reported on the various meetings and activities she participated in at ALA Mid-Winter.
 - A. Attended the BCALA Retreat
 - B. Participated in the selection of the Coretta Scott King awards
 - C. Visited various exhibits
 - D. Attended a forum for the Presidential Candidates for ALA
 - E. Attended a Town Hall Meeting
 - F. Facilitated a Table Top meeting regarding Networking and Partnerships

REPORTS

OUTREACH – Dana stated the Junior Leagus has partnered with World Neighbors. Classes will be offered at various libraries.

Pops in Arcadia and the History Center will be new sponsors for the Summer Reading program this year.

LIBRARY OPERATIONS & PLANNING – The P & P Committee are continuing to work on policies.

Kay has assisted with the RFID project at various library locations.

Stacy and Kay are working on the Leadership MLS Class II.

LIBRARY OPERATIONS – Denyveta passed around various newspaper articles relating to library programs and events.

The Tri-System Managers retreat will be March 6.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she has been busy booking Meeting Space.

CONSTRUCTION MANAGEMNT – Kay, Donna, and Todd will be interviewing architects for the Northwest Library.

The Service Center is expected to go out to bid on February 5.

ADMINISTRATION/COMMISSION – Donna is on a new committee for Public Awareness of ALA.

Donna is working with Bill Comstock, the library's attorney, relating to customer issues.

FINANCE & SUPPORT – Lloyd is working on the summary plan for Retirement.

Travis Williams has resigned as Treasurer for the Endowment Trust.

Interviews will begin next week for the Facilities Project Manager.

INFORMATION TECHNOLOGY – Jim reported there will no longer be free printing at public computers. Printing will now be 10 cents per page.

IT should finish the RFID project at Edmond this week. They will start next week at Downtown.

DEVELOPMENT – Ernestine reported her office is preparing for Literary Voices and the Friends Booksale.

FACILITIES MAINTENANCE – Patrick reported Maintenance is preparing for the upcoming booksale.

Maintenance is continuing to clean up tree debris at various library locations.

Patrick asked Ad Team to remind staff to turn off space heaters in the evening or when they are away from their desks.

HUMAN RESOURCES – Ric reported the Performance Appraisal Study has been delayed.

The A & P Grievance Hearing will be this afternoon.

Ric reported the Workers Compensation Report needs to be posted at all facilities. There were 8 Workers Compensation Reports in 2007 compared to 6 in 2006.

MARKETING AND COMMUNICATIONS – Kim reported Gordmans department store will be using the Downtown Library atrium for a photo shoot sometime next week.

February is Black History Month. Marketing is working on a system-wide campaign for various advertising and promoting the programs. Attendance numbers for this year will be compared to last year.

Marketing will be setting up a photo area for semi-professional photos. This will allow Friends, Endowment Trust, and Commission members to come Downtown and have their photos taken at their convenience.

MATERIALS & OUTREACH – Karen has been working and helping out in ILL, while they are short staffed.

Meeting adjourned at 10: 55 a.m.