

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: January 30, 2008

Present:

Kim Terry, Chair
Ernestine Clark
Denyvetta Davis
Patrick Williams

Lloyd Lovely
Donna Morris
Jim Welch
Dana Morrow

Candace McDaniel
Kay Bauman
Ric Rea

Excused:

Anne Fischer

REVIEW CALENDAR

Stacy Schrank is working on scheduling system-wide Sexual Harrasment Training. Stacy will be sending out an email with the dates and locations. All staff are required to attend.

REPORTS

LIBRARY OPERATIONS AND PLANNING – The Leadership MLS Class II announcement has gone out. Applications are currently being accepted. Some changes have been made from the previous class.

1. A definite time commitment was established. This will give the supervisors and managers a better idea of how much time a participant will be involved with the class.
2. Class participants will choose meeting they would be interested in attending, in addition to Ad Team.
3. Class participants will tour extension libraries.
4. As a team, the class participants will offer something at Focus.
5. Class participants will have the opportunity to meet one on one with Ad Team members.
6. A leader from the class will be chosen to oversee certain tasks. Each participant will have the opportunity to lead.
7. There will be a group of 5 selected for the Leadership MLS Class II.

Kay added that supervisors should take the time to provide input for a candidate. The candidates will be selected based on the information the supervisor provides.

LIBRARY OPERATIONS – Denyvetta reported the Tri-City Managers Retreat will be March 6 at the National Letter Center in Norman.

Denyvetta will be going to KVSP Radio to talk about library events.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the OU College of Continuing Education will offer programs for Adults and Children which will coincide with the Summer Reading program. The focus of the programs is to improve reading skills and habits.

Candace has received a request from the Library Managers to produce a safety PowerPoint presentation for new employee training. The Safety Committee will be working on the PowerPoint.

Candace reported the 1st Edition café is working on a new menu with new pricing.

CONSTRUCTION MANAGEMENT – Bid documents for the Service Center are expected to be issued February 12 and will be due March 6, with a plan to award at the March Commission meeting.

Five architects were interviewed last week for the Northwest Library project. Recommendations from MLS have been made to the City.

Todd recently met with the Edmond Mayor and City Manager to discuss plans for a future 2nd Edmond Library.

ADMINISTRATION/COMMISSION – Donna reported the P & P Committee has revised the Rules of Conduct. The revision will go to Bill Comstock for review and then will come to Ad Team.

INFORMATION TECHNOLOGY – Jim reported 60,000 materials have been tagged for the RFID project. IT is currently working at Downtown and will be starting at Warr Acres in 2-3 weeks.

DEVELOPMENT – Ernestine reported her office is working on mailings for the Friends Booksale and Literary Voices dinner.

FACILITIES MAINTENANCE – Patrick reported he has been working on heat issues at Downtown.

HUMAN RESOURCES – Ric stated they have a current open recruitment for a Surveillance and Security Technician at Downtown.

MATERIALS & OUTREACH – Karen reported the ILL Technician position has been openend, Pauline has been filling in for ILL.

Karen is working on the budget information and getting ready to send it out to the Library Managers.

Meeting adjourned at 10: 55 a.m.