

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: February 13, 2008

Present:

Candace McDaniel, Chair	Denyveta Davis	Karen Marriott
Donna Morris	Todd Olberding	Ernestine Clark
Jim Welch	Lloyd Lovely	Ric Rea
Anne Fischer	Kim Terry	Kay Bauman

Excused:

Dana Morrow	Patrick Williams
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New Items

1. P & P Committee – Rules of Conduct

Kay handed out draft copies of the revised Rules of Conduct policy and procedures. The library's attorney has reviewed the policy and procedures; Kay is asking Ad Team to review them and send any comments or suggestions to one of the P & P Committee members (Donna, Karen, Kay or Kim).

2. Service Basics – Kay, Denyveta, Kim and Candace

Kay Bauman, Denyveta Davis, Kim Terry, and Candace McDaniel gave a presentation over the new Service Principles initiative. The Service Principles initiative will begin on March 3 and will help create a system-wide approach to service and to meet the goals of the new strategic plan. Employees will hear more about the Service Principles in the coming weeks. Denyveta Davis has introduced the initiative to the Library Managers and the group will be taking the information to X-change on February 18.

Calendar Review

February 18 – X-change @ Edmond

February 27 – Ad Team retreat

REPORTS

LIBRARY OPERATIONS – Denyveta shared several customer kudos and various articles relating to the library system.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reminded Ad Team each department and library facility needs to complete a quarterly facility checklist. The checklist is available on the intranet.

CONSTRUCTION MANAGEMENT – Todd reported the Northwest Library architect negotiations will take place at the City Council meeting on Tuesday, February 19.

Work is continuing with architect on the Service Center project.

ADMINISTRATION/COMMISSION – Donna reported the Legislative session has begun.

Donna will be attending an advocacy workshop on February 26.

Beginning with the Commission agenda for February, a clause will be added, to reflect a tour of the library facility will be available for any commissioner who is interested, at the conclusion of the meeting.

FINANCE & SUPPORT – Lloyd reported the Business Office has a new employee, Dan Holman was recently hired as Facilities Project Manager

INFORMATION TECHNOLOGY – Anne reported the RFID process was completed at Downtown yesterday. Anne expressed her gratitude for the help they received for the Downtown staff during the process. Currently, the RFID project is 51% complete. The process will begin at Warr Acres Library on Monday, February 18.

E-Rate has been filed again for another year.

MARKETING AND COMMUNICATIONS– Kim reported News 9 will be doing a commercial this afternoon at the Downtown Library.

DEVELOPMENT – Ernestine reported the Friends will either need to look for an alternate place for next year's book sale or change the date of the book sale. The current building will be under renovation during the usual time of the book sale next year.

HUMAN RESOURCES – Ric handed out copies of the current openings report.

The bid for the compensation study will be awarded at the February Commission meeting.

MATERIALS AND OUTREACH – Karen reported a candidate has been selected for the ILL position.

Meeting adjourned at 10:37 a.m.