

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: March 12, 2008

Present:

Ric Rea, Chair
Donna Morris
Jim Welch
Anne Fischer
Dana Morrow

Denyvetta Davis
Todd Olberding
Lloyd Lovely
Kim Terry
Patrick Williams

Karen Marriott
Ernestine Clark
Candace McDaniel
Kay Bauman

Excused:

New Items

1. Service Principles – Daily Link for Wednesday, March 12

Candace McDaniel brought a group activity for today's Daily Link. The activity was Trivial Pursuit. In this activity, Ad Team members tested their knowledge of the Library System. Each Ad Tem member drew a card which listed a customer profile (ie, College Student, Child, Artist, etc). The group was asked to list the features and benefits the library can offer each customer to enhance their experience at the library.

Calendar Review

March 25 – March 29 – PLA National Conference in Minneapolis

April 14 – Budget input due

April 17 – Literary Voices

REPORTS

LIBRARY OPERATIONS & PLANNING – Kay asked Ad Team members to provide feedback from the Daily Link, Service Principles experience. Ad Team members shared their experiences from the daily discussions. Overall the experience is working well and is generation good discussions.

Kay stated she will be attending a furniture meeting this afternoon for Ralph Ellison.

CONSTRUCTION MANAGEMENT – Todd provided updates on the various construction projects.

Work is continuing on the Ralph Ellison project. Design Documents have been received and are at the 95% stage. The goal is to award the construction contract in early June.

Negotiations are underway regarding the contract for architectural services for the Northwest Library. Kay, Donna, and Todd will be going to Pheonix next week to tour three libraries.

ADMINISTRATION/COMMISSION – Donna reported Dr. Ann Caine is resigning from the Commission. Dr. Caine has accepted a position as Supertintendent of Schools in Stillwater. Her resignation is effective at the end of April.

Buddy Johnson and BJ Williams were honored by the Oklahoma Center for the Book.

Former Mayor Ronald J. Norick's parents have contacted Donna and they are interested in making a public art donation to the system. Donna will pass on more details as they become available.

FINANCE & SUPPORT – Lloyd reminded Ad Team that budget input is due by April 14.

INFORMATION TECHNOLOGY – Anne reported the RFID process is 63.7% complete. The Village Library was completed yesterday. The process will begin at Bethany next Monday. The goal is to have the process complete before Summer Reading begins in June.

DEVELOPMENT – Ernestine reported her office will be sending out 2700 invites for Literaty Voices next week.

Friends Grants are due in the Friends office on March 21.

FACILITIES MAINTENANCE – Maintenance is currently working on some electrical issues at Ralph Ellison. The roof project at Capitol Hill has been completed.

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

Human Resources is currently working on getting the renewal rates for the Health Insurance for the upcoming fiscal year.

MARKETING AND COMMUNICATIONS – Kim reported Marketing is working on finishing up materials for Summer Reading.

MATERIALS AND OUTREACH – Karen reported she is currently working on the budget.

Karen has researched the circulation reports and has found that the book circulations appear to be staying level. The audio/video circulation is what has been decreasing.

OUTREACH – Dana reported a survey was conducted for the recent Rhymically Speaking program. The survey results show that the #1 source for advertising was the posters which were displayed in the library.

LIBRARY OPERATIONS – Denyveta reported on the recent tri-system manager's retreat. The retreat was hosted by the Pioneer Library System this year. Stacy Schrank and Linda Hyams attended the retreat and represented the Metropolitan Library System. Next year the retreat will be held in Tulsa.

Denyvetta attended a luncheon on immigration hosted by Leadership Oklahoma City.

Meeting adjourned at 11:11 a.m.