

# METROPOLITAN LIBRARY SYSTEM

## Ad Team Minutes Meeting Date: April 9, 2008

### **Present:**

Denyveta Davis, Chair  
Donna Morris  
Jim Welch  
Anne Fischer  
Dana Morrow

Ric Rea  
Todd Olberding  
Lloyd Lovely  
Kim Terry  
Patrick Williams

Karen Marriott  
Ernestine Clark  
Candace McDaniel  
Kay Bauman

### **Excused:**

### **New Items**

#### **1. PLA Conference**

Denyveta shared information from several workshops she attended at the PLA Conference. Workshops consisted of Record Retention and the Patriot Act; Customer Service and Customer Surveys. She also attended a Table Top Topic regarding Homelessness. The discussion emphasized an importance in partnering with the existing homeless alliance.

Kay highlighted the various workshops she attended while at PLA. The workshops consisted of "Customer Satisfaction"; Roving – "Off Your Seat, On Your Feet"; "21<sup>st</sup> Century Library Design"; and "Why We Borrow".

### **Calendar Review**

April 14 – Budget input due

April 17 – Literary Voices

### **REPORTS**

**CONSTRUCTION MANAGEMENT** – Todd reported there will be a meeting this afternoon to discuss the redesign of the Service Center driveway to meet city code.

**ADMINISTRATION/COMMISSION** – Donna reported the A & P Committee will be meeting for a grievance hearing on April 16.

**FINANCE & SUPPORT** – Lloyd reminded Ad Team that budget input is due Monday April 14. Individual budget meetings with Ad Team members will be scheduled within the next couple of weeks.

**INFORMATION TECHNOLOGY** – Anne reported the RFID process is 72% complete. The tagging process will begin at Choctaw Library next week. Del City is scheduled to begin the process on April 28. IT is on target to finish before Summer Reading begins in June.

**DEVELOPMENT** – Ernestine reported her office is working on a mailing for National Volunteer Week.

As of 5:00 p.m. yesterday 338 seats have been sold for Literary Voices. There are still 70 seats available.

Friends Grants will be reviewed tomorrow, April 10.

**FACILITIES MAINTENANCE** – Maintenance is currently working on the budget for next fiscal year.

**HUMAN RESOURCES** – Ric reported he will be attending the National Campus Security Compass next week at UCO.

Ric is continuing to work on entering budget information.

**MARKETING AND COMMUNICATIONS** – Kim reported Marketing is working to promote Literary Voices and the day after event. Ads will run all weekend long.

The new signage is up at Village and Warr Acres. Belle Isle will be next.

Marketing is continuing to work on creating a system-wide brochure.

**MATERIALS AND OUTREACH** – Karen reported she is continuing to work on the budget and working on information for the Service Center.

**OUTREACH** – Dana reported the brochures and post cards are in for Summer Reading.

Dana shared numbers from Winter ReadFest. Southern Oaks had the largest number of participants. Bethany doubled participation from last year. Overall there was a 26% increase of participants from last year.

**LIBRARY OPERATIONS & PLANNING** – Kay reported V2R is advancing. A slider has been posted on the intranet asking for participants.

A slider has also been posted on the intranet asking for feedback regarding the Daily Links.

Planning staff is currently preparing for FOCUS.

The Policy and Procedure Committee will be meeting this afternoon.

**LIBRARY OPERATIONS** – Denyveta reported Joan Porter will serve as the provisional manager for Ralph Ellison Library.

The position for the Downtown Library Manager is open.

Denyveta attended the Bi-annual extension meeting at Harrah yesterday. Nancy Lytle attended the meeting and spoke about library events.

Denyveta shared input and kudos received from customers.

**Meeting adjourned at 10:55 a.m.**