

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: May 7, 2008

Present:

Anne Fischer, Chair
Donna Morris
Jim Welch
Patrick Williams
Dana Morrow

Ric Rea
Todd Olberding
Lloyd Lovely
Kim Terry

Karen Marriott
Ernestine Clark
Candace McDaniel
Denyvetta Davis

Excused:

Kay Bauman

Calendar Review

May 29 – Public Services Committee meeting @ Belle Isle

REPORTS

ADMINISTRATION/COMMISSION – Donna reported she will be attending National Legislative Day in Washington next week.

Administration is asking commission at the May meeting to authorize staff to negotiate a lease for the temporary location of the Ralph Ellison Library.

Donna and Lloyd are finishing up their individual department budget meetings this afternoon.

FINANCE & SUPPORT – Lloyd reported he is continuing to work on the budget. Lloyd will be attending required annual financial training on Thursday and Friday.

INFORMATION TECHNOLOGY – Anne reported IT is working on the RFID tagging process at Ralph Ellison this week. IT will begin at the extensions on Monday.

Anne passed around an example of the new student cards.

IT has received the funding commitment from E-Rate.

DEVELOPMENT – Ernestine reported Development is preparing for the Friends Annual Meeting.

Heidi and some volunteers are preparing Summer Reading packets.

HUMAN RESOURCES – Ric stated he needs a list of all employees who have elevator keys to go to the basement. He asked Ad Team members to send him the information as soon as possible.

Ric handed out a current openings sheet; which consisted of 7 openings.

MATERIALS AND OUTREACH – Karen reported she has finished the vendor evaluations.

Karen is working on several policies that need to go to the Public Services Committee.

OUTREACH – Dana reported two new grants have been received; the Big Read Grant and the ALA Great Storytime Grant.

Lloyd wrote two grants and submitted to the Friends for approval. Dana will oversee the grants. One is Noon-Toons, which will feature various school and music groups every Thursday in the atrium Downtown. The other grant is for a piano to be placed in the atrium.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported meeting room bookings have been busy. Next week there will be several groups meeting at the Downtown Library.

CONSTRUCTION MANAGEMENT – Todd reported a contract award is expected to be issued for Ralph Ellison at the end of June or beginning of July. August 18 is the tentative date to begin renovations of the Ralph Ellison Library.

Meeting adjourned at 10:00 a.m.