

# METROPOLITAN LIBRARY SYSTEM

## Ad Team Minutes Meeting Date: June 4, 2008

### **Present:**

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

### **Excused:**

Ernestine Clark	Dana Morrow	Patrick Williams
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### **NEW ITEMS**

1. **PRELIMINARY BUDGET FY 2008-2009.** Lloyd reviewed the proposed preliminary budget for FY 2008-2009. The revenue assessments are down this year to 3.7%. The interest investment income is higher this year than last year. The salaries have increased 7.85%.
2. **JOB DESCRIPTION REVIEWS.** Ric handed out a spreadsheet listing assignments to review or revise job descriptions in 2008. Ric asked Ad Team to review the noted job descriptions and if everything is still current to mark as such and send back to Human Resources.

### **Calendar Review**

Kay reminded Ad Team to contact Planning to schedule a time for each department and library location to meet with the V2R committee. The goal is to complete the meeting process within 12 months.

Endowment Trust will be meeting July 24.

### **REPORTS**

**FINANCE & SUPPORT** – Lloyd reported he will be sending notices out to the participants of the Mass Mutual retirement plan. Participants have the option to change contribution elections every 3 years. The contribution options are 4 or 6%.

Ken Culver, will be holding meetings regarding the Defined Benefit Plan in August. These meetings will be geared toward participants who are getting ready to retire.

**INFORMATION TECHNOLOGY** – Anne reported the RFID tagging process was completed two weeks ago.

The Annual Information Technology report is complete and will be included in the June Commission packet.

**FACILITIES MAINTENANCE** – In Patrick's absence, Lloyd reported the air conditioning problems at Southern Oaks have been resolved.

**HUMAN RESOURCES** – Ric handed out the current openings spreadsheet report.

**MARKETING AND COMMUNICATIONS** – Kim reported she is working on Summer Reading Ads. Promotions will be available on the radio this year and advertisement will also be posted on bus benches around the metro.

The Oklahoma Images bookmarks have won Honorable Mention and will be recognized at ALA in Anaheim.

**MATERIALS & OUTREACH** – Karen reported she is preparing for the next budget year.

Interlibrary Loan is continuing to grow. Karen recognized the Interlibrary Loan Staff on their accomplishments and hard work.

**LIBRARY OPERATIONS & PLANNING** – Kay reported Kellie Bradford will be leaving the system June 16. Kellie has accepted another job opportunity.

Kay is continuing work on some various policies and procedures.

The Planning department has begun working on the details for Focus.

The Leadership MLS Class II is currently touring various offices and is working on several projects.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace reported she has been busy scheduling meeting rooms. There has been an increase in new customers who are inquiring about and scheduling meetings at the Downtown Library.

Candace has been working with Teresa in updating the safety manual on the intranet.

**CONSTRUCTION MANAGEMENT** – Todd reported the Service Center is out for bid and an award is anticipated at the July 17 Commission meeting.

**ADMINISTRATION/COMMISSION** – The Administrative and Personnel Committee met last week and approved the Administrations recommendations regarding Salaries and Benefits.

There are several commission members whose terms will be expiring. Donna is working on sending out letters to the Mayors. Marguerite Ross has asked not to be reappointed.

There will be a ULC Audio Conference today from noon to 1:30 and there are 3 to 4 seats available if anyone is interested in attending.

The Finance committee will be meeting this afternoon.

**Meeting adjourned at 10:45 a.m.**