

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: July 30, 2008

Present:

Jim Welch, Chair
Kay Bauman
Anne Fischer
Lloyd Lovely

Candace McDaniel
Karen Marriott
Dana Morrow
Ric Rea

Kim Terry
Patrick Williams

Excused:

Ernestine Clark
Denyvetta Davis

Donna Morris
Todd Olberding

STANDING ITEMS

MEETING CALENDAR – Lloyd Lovely reported that he has scheduled informational meetings about the old Defined Benefit retirement plan. They will take place August 26, 27 and 28 at Southern Oaks, Belle Isle, Downtown, Midwest City, and Edmond. An e-mail is forthcoming and he will have the dates, times and locations posted to the [Meeting Calendar](#) on the Intranet. Kim Terry reported that there is now a link to [Meeting Minutes](#) at the bottom of the page on the [Meeting Calendar](#).

REPORTS

DEVELOPMENT – Lloyd reported that Heidi Port would appear on “Read About It.”

FACILITIES MAINTENANCE – Patrick Williams reported that Maintenance has been busy preparing the temporary Ralph Ellison Library location and repairing air conditioning systems, which do not perform optimally in temperatures over 95° F.

HUMAN RESOURCES – Ric Rea reported that there are currently eleven job openings in the System.

MARKETING AND COMMUNICATIONS – Kim reported that she is planning to create a cataloging system in the MAC storeroom so that libraries can request bundles of bookmarks.

MATERIALS SELECTION & OUTREACH – Karen Marriott reported that continuing skylight repair at Downtown Library would block one entrance to the Materials Selection offices at a time.

OUTREACH – Dana Morrow reported that Outreach’s booth at the Greater Oklahoma City Hispanic Chamber of Commerce’s [Viva! Expo](#) was a success. Outreach will also have a booth at the [Oklahoma A+ Schools](#) Conference on August 1. Noon Tunes begins Thursday, September 4 at the Downtown Library and continues every Thursday through the month of September. The Library has found a piano to purchase and use for Noon Tunes performances.

LIBRARY OPERATIONS & PLANNING – Kay Bauman reported that Ralph Ellison Library closes Monday, August 4 for two weeks. The Village Library will close September 22 through September 30 for recarpeting. Edmond Library will close October 20 through October 29 for recarpeting. Lloyd added that two libraries recarpeted per year is a good rate for a system of that will soon have 18 libraries.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace McDaniel reported that the Downtown College Consortium and the Downtown Library would present a Downtown Personal Safety Course, featuring topics such as pedestrians and panhandling, August 11 at the Downtown

Library from 5:30 to 7:30 p.m. The course is open to the public. The Downtown College Consortium is also trying to put together a self-defense course at the Downtown Library, possibly to take place in October.

Candace reminded everyone that now is the time to complete mandatory annual bloodborne pathogens training. This includes viewing a [PowerPoint presentation](#) and reviewing the Exposure Control Program in the [Safety Manual](#), which is now available as a PDF on the Intranet under [Employee Information](#).

FINANCE & SUPPORT – Lloyd reported that the auditors are coming August 11 to begin the annual audit process. He is also working on the Library Endowment Trust annual report and the Metropolitan Library System annual report.

IT – Anne reported that IT is on schedule for the move to the temporary Ralph Ellison location. Cox has spliced the fiber optics cables at the temporary location and AT&T will be setting up phone lines.

Meeting adjourned at 9:50 a.m.