

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: April 6, 2011

Present:

Anne Fischer, Chair
Lloyd Lovely
Donna Morris
Kim Terry

Kay Bauman
Karen Marriott
Dana Morrow
Jim Welch

Denyveta Davis
Candace McDaniel
Ric Rea

Excused:

Todd Olberding

Diane Sarantakos

Patrick Williams

NEW ITEMS

Policy & Procedures Review Committee-Kay reported that the P&P committee had reviewed and revised the following items:

- SF200.3-Procedures for Major Credit Card Purchases
- SF210-Purchasing Officers
- SH640-Safety
- SH640.1-Safety Training Procedures
- SH650.1-Dress Code

Questions and discussion followed.

CALENDAR REVIEW

Donna reported that Laura Francisco from the Singer Group will be here on the 27th of this month and that an extra AdTeam meeting has been arranged to meet with her.

Kay reported the Wright Library will be closed April 12th and 13th in order for a new ceiling to be installed.

REPORTS

HUMAN RESOURCES – Ric reported business as usual.

MARKETING & COMMUNICATION – Kim reported that her office is busy working on press materials for Literary Voices and materials and advertising for Summer Reading. Kim commented that the recent commercial on eMedia has obtained good exposure and she is working on some new TV ads.

MATERIALS & OUTREACH – Karen reported eMedia circulation continues to grow. Additionally, Project Gutenberg will be up, running, and available to customers soon.

OUTREACH – Dana reported that her office has received nice feedback on several programs such as the Shakespeare presentation at Midwest City and the International Festival at Downtown.

Dana also reported that the Come Read With Me mailers should go out soon.

LIBRARY OPERATIONS & PLANNING – Kay reported that her office was reviewing the telephone survey results with each department and library. Also, they are beginning work to develop the new strategic plan.

Additionally, after the review of costs from the architect came in very high, she has been working to revisit and revise the needs for Capitol Hill's renovation.

LIBRARY OPERATIONS & PLANNING – Denyveta reported that her office was busy with budget work and with the selection of the new manager for Del City. She also reported that she will be attending the Tri-System retreat next week which is being hosted by the Pioneer Library System at the Moore Library.

ADMINISTRATION/COMMISSION – Donna reported that she has been in contact with the city in regards to Project 180 work to be done to streets outside the library. She feels as though her concerns have been noted by the city and that she will continue to meet with them as concerns arise.

Also, she reported that the Library Retirement & Pension Board will meet this afternoon at 3:30p.

FINANCE & SUPPORT – Lloyd reported that budget submittals are due to be entered by the 15th.

INFORMATION TECHNOLOGY – Anne reported that her office is busy replacing computers and coordinating with vendors for the upcoming Southern Oaks and Bethany work.

LIBRARY OPERATIONS-HEADQUARTERS – Candace reported that she is experiencing lots of customers for the meeting rooms. Also, she is busy coordinating diagnostics with the Secret Service for the upcoming Laura Bush visit to the Downtown Library.

Meeting adjourned at 10:15 a.m.