

ADMINISTRATIVE TEAM MEETING
MINUTES
APRIL 4, 2001 & APRIL 11, 2001

Meeting of April 4, 2001

Individuals in attendance:

Kay Bauman
Anne Hsieh
Donna Morris
Jim Welch

Ernestine Clark
Norm Maas
Ric Rea

Julia Fresonke
Karen Marriott
Judy Walden

Open Records Act

The “posting” copy of the new fee schedule was distributed. This will be sent to the County Clerk’s office and posted in the administrative office of the library system as required by the Act. It was determined that since this was in the procedure section and does not change policy, it was not necessary to take the matter before the Commission.

Newspaper Insert Project

The purpose of the insert is to identify commission members for the public, recognize and honor donors, and promote summer reading program and accompanying events. During the week beginning May 14, 172,000 will be inserted in newspaper including the Metro Downtowner, Journal Record, Black Chronicle, Oklahoma Gazette, Harrah News, Mid-Del New and Central Oklahoma Newspaper Group papers.

ULC Successful Cities Article

An article was distributed entitled Successful Cities, Public Library Contributions to Urban Economic Development released by the Urban Libraries Council.

Census 2000, MLS Strategic Plan

AdTeam members were reminded that the 2000 census data is coming out bit-by-bit. It will need to be looked at in preparation of the new strategic plan. Of particular interest will be the demographics of the county and communities. Other information that will need to be considered includes data available from the United Way, county planning office, school systems, city planning offices, and the previously conducted marketing study.

Printed Circulation Desk Receipts

Concerns over the size of print on the circulation receipts were discussed. It was decided to change make a change to be implemented by Automation.

MS Walk

The participation of library system employee-volunteers in the MS walk was discussed including the packet of materials supplied to walkers.

Food for Fines

Ernestine Clark related that the Food Bank was excited about the idea a possible library program of accepting food in lieu of fines for a period of one week. They indicated that August is the lowest month for the stock of their pantries. The annual Harvest II food drive would offer the greatest publicity.

Dress Code

Judy Walden distributed a rough draft of the committee's work. When finalized, it will be proposed as administrative policy as opposed to commission policy.

Easter Closing

Easter will not be added to the official holiday list; however, the libraries will not be opening on that day. Staff can arrange to work their 40 hours through Saturday of that week or use floating holiday or AVL. The same thing will be true of the Sundays in Memorial Day and Labor Day weekends.

It was decided that the holiday schedule should be prepared two years in advance and taken to the Commission earlier than December.

Announcement

AdTeam members were reminded of the pre-OLA conference dinner of the Public Libraries Council on April 18, 6:30 p.m. at the Bricktown Brewery.

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Ric Rea

Use of Electronic Mail

The guidelines for the use of electronic mail will be amended effective April 2001 by the addition of the following:

Exempt employees may access email from home. Non exempt employees must seek authorization for compensation from their supervisors to access email from home.

Amnesty for Books

After a discussion of the topic, it was decided that amnesty for could best be incorporated into the Food for Fines program.

Parking at the New Downtown Library/Learning Center

Discussion centered on the fact that the Galleria parking is already pretty much full. An alternate location might include the Sheridan/Walker lot with free trolley passes. This item will remain open for continued discussion at future meetings.

Dress Code

The committee has not met since the last AdTeam meeting. It was felt that the administration should be able to advise the Commission of the dress guidelines at their June meeting. The items will be placed in Section X, of the P&P Manual.

Organization Chart

A new draft was shared with the AdTeam. Discussion included the use of the titles of Director of Development and Volunteer Services, Director of Planning and Training and Director of Public Relations. Further revisions to the chart will be discussed at a future meeting.

Holidays and Closings

It was decided that the two-year holiday schedule should be taken to the Commission in September.

Telephones

Anne Hsieh reported that a representative from Southwestern Bell has indicated that there are not enough trunk lines coming into the Downtown building. The representative also offered a free trial of a new phone system. Ernestine Clark expressed interest in possibly being the test office for this trial.

Commission Committee Meetings

Public Services Committee will meet on June 7 at 3:30 p.m. at The Village.

Administrative and Personnel Committee will meet on April 30 at 3:30 p.m. at Bell Isle.