

September 5, 2001

Present: Kay Bauman, Scott Carter, Anne Hsieh, Karen Marriott, Donna Morris, Ric Rea, Don Updegrave, Judy Walden, Jim Welch, Ernestine Clark, Dana Morrow

- 1) Scott introduced the new Assistant Director of Public Relations, Jeanne Devlin.
- 2) Request came to Judy Walden from Friends' Coordinator Vickey Dooley for consideration of free library cards for Friends Sorting Site Volunteers who live out of Oklahoma County (and therefore would normally pay \$40 for an Annual Fee Card). Decision of Ad Team, after discussion, is that Friends of the Library will be asked (through a grant or other means) to fund an Annual Fee card for any volunteer--whether library or Friends--who live outside the MLS service area. Discussion included having appropriate requirements for qualifying, such as volunteers must be officially registered as a library volunteer, submit time sheets, and have 100 hours per each year a card is obtained or renewed. Ernestine Clark will handle this via Vickey Dooley.
- 3) Thanksgiving and New Year's Eve closings -- we will routinely close at 6:00 p.m. on Thanksgiving Eve (which is always a Wednesday evening) and we will routinely close at 5:00 p.m. on New Year's Eve (which is always a different day of the week).
- 4) A pawnshop has about 70 of MLS CDs (the labels are still on many of them). We will contact the pawnshop to retrieve our CDs.
- 5) Ric brought the 2002 and 2003 *Library Holiday and Closing Schedule*. He will revise these schedules and bring them back at next week's Ad Team meeting.
- 6) Current Concerns
 - a) Tulsa is having a groundbreaking ceremony. We had a discussion on whether someone should attend to learn more in preparation for our DN/LLC grand opening. We decided that we have already had our groundbreaking and we would be interested in attending a grand opening celebration.

Support Services Report

- Paula Beck and Spaces will meet today at 10:30 to look at the DN office furniture to see what existing furniture could be used in the basement offices in the DN/LLC.
- We will receive a 3-D layout of the building furniture within the next few weeks.
- Michaels has resigned from the DN/LLC project.

Automation Report

- Friday Jim and Anne met with Materials Services and Jane Carvajal to review the new mslMaterials program. Materials Services and the reference staff will use this program. There are additional catalog features and functionality. MSL intends on have a demo at the September Library Managers Meeting and some mini-training in November. The implementation is scheduled for January.
- Events calendar for the web will include Commission meetings. Nancy Lytle, PR, will attend the programmers meetings in October and November to show the events calendar and the form used to enter data.
- The new look to our website will come up to the public on November 5.

Children Report

- LaFiesta will be September 14 and MLS will be at the Latino Center giving paperback books. Jose Jimenez will attend.
- Come Read With Me is the project where Geri Price works with children after school Below are potential sites:

OKC Title 1

1. Eisenhower (21st Century)
2. Heronville (YMCA)

3. Johnson (Stan Barton's request: YMCA)
4. Linwood (YMCA)
5. Longfellow (21st Century)
6. Stand Watie (YMCA)
7. Capitol Hill (School Run)
8. Garden Oaks (School Run)

Crooked Oak Title 1

1. Crooked Oak
2. West Oak Park

Mid-Del Title 1

1. Country Estates (YMCA)

Millwood Title 1

1. Millwood (21st Century)

Putnam City Title 1

1. Windsor Hills (School run)

Western Heights Title 1

1. Council Grove
2. John Glenn (Latch-key)

Non-Title 1, Non-School

1. Capitol Hill Church of God
2. City Rescue Mission
3. Presbyterian Urban Mission

Senior Report

- Steve, OUT, added 15 senior facilities over the past few years. We have a presence in all new facilities for a total of about 135 book sites.
- Dana has had a request for a conversational Spanish class for seniors. She is negotiating with OKCCC to offer public classes at our libraries.
- Dana would like the system to do a senior focus group or a survey at the agencies to help identify what types of programs and services seniors desire.
- Dana will identify, in the @ Your Library brochure, the target audience for the programs to help Kay Bauman with the status reports for the Long-Range Plan.

Finance Report

- Reminder to purchase items budgeted in account 408 now because the Business Office will be very busy purchasing for the DN/LLC by January.

MLS Endowment

- Development Assistant Jan Reynolds has sent out 2,089 thank-you letters for all kinds of gifts to the library system and to cash donors to both the Library System and the Endowment. 1,454 of the letters were for used books donated at all libraries.
- The Endowment Trust approved the funding for the Family Place, framed pictures for the Oklahoma Images in the DN/LLC, and the Choctaw Children's area. This distribution has not yet been made pending the Trust's Author Committee obtaining funding for an author event planned in honor of the opening of the new Downtown Library. When that corporate funding is in place, the Trust disbursement will be issued.

Human Resource Report

- Bill #1276 is a mandate to "public bodies to make schedules and certain information about certain meetings available on the Internet." Next week Ric and someone from Norm's office will attend the Open record Act meeting.

Maintenance Report

- Bethany's air conditioner is down and Maintenance is doing something temporarily to provide air conditioning. The bid for a new unit will be done as soon as possible.

Planning Report

- Kay presented a spreadsheet showing employees and committees. Additional information will be collected with the assistance of Human Resources and brought back to Ad Team.
- The Committee Fact Sheets have not all been returned but I have the notebook compiled with all received to date.
- We had a wonderful response for volunteers on the Group of Strategic Ideas and I will finalize that decision so that we can meet next week.

Public Relations Report

- The TV scripts for the ads are finalized. Filming will be next Thursday and Friday at BI, VI, RE and DN featuring employees.
- The "Our World" series will be in the *Gazette*, *Metro Family* and the *Book Page* advertising featured events.
- Jeanne will work on the @ *Your Library*. There will be major changes to this brochure.
- Scott has written letters to Oklahoma delegation asking them to pay attention to MLS in the tax reform issue.
- Scott will come to each office this fall to discuss printing. He needs to know what printing each office/library anticipates so that he can batch requests to drastically reduce our cost and increase our quality.
- The September Omniplex library card project is on its way. The posters are due this Friday and then the boxes and posters will be sent out.

Public Services Report

The Library Managers decided to create a committee to identify topics and definitions for putting labels on materials. Tech processing will put labels on the new materials.

Materials Services Report

The new mlsMaterials program is wonderful. There are many features that make it easier to use. MSL will provide a demo at the September Library Managers meeting to learn what type of training the managers think we need.

Baker and Taylor contract has been extended for 2 years with the option to renew for an additional 2 years.

Karen, Janet Brooks and Sally Epp will be working on ideas for the KidsPage on our website.

The stacks project is making progress especially since we learned that the library can donate withdrawn government documents to the Friends. We cannot sell them but can give them away.

September 12, 2001

Present: Judy Walden, Ric Rea, Scott Carter, Ernestine Clark, Anne Hsieh, Jim Welch, Karen Marriott, Donna Morris, Norm Maas, Dana Morrow, Denyveta Davis, Don Updegrove, Kay Bauman.

Current Items

- 1) In light of the events of yesterday, September 11, 2001, discussion of using doctor/dental leave to donate blood.
 - a) Ric will send an announcement to all staff later today.
 - b) PR will keep track of staff members affected by this tragic event.
- 2) Denyveta brought to discussion playing soft, instrumental music over the paging system between 8:00 and 9:00.
 - a) No music will be played during this time over the PA system.
 - b) The Downtown library may wish to consider having music in the library during that time by using a boombox.
- 3) There was discussion about utilizing the opportunity while people are on hold to publicize library services and events. Our existing system will not accommodate this so we need to consider this function in the new phone system that we will purchase very soon.
- 4) We need an independent telephone consultant to help assess our phone needs as well as the physical needs to accommodate the phone system in our new DN/LLC. This will be done very soon because wires in the new building must be pulled.
 - a) Jim will begin attending the meetings with Beck.
 - b) Donna will hire someone to write the RFI (Request for Information).
 - c) Scott will make provide Donna with some contacts.
- 5) The 2002 and 2003 Holiday/Closing schedule was reviewed and will be included in the September Commission packet.

Information Reports

- 1) Norm's Report
 - a) Norm reported that he, Anne Hsieh, Donna Morris and Jim Couch meet about parking. Norm also met the new Oklahoma City Planning Director and they also talked about parking and the new housing units in Downtown.
 - b) The Endowment Trust's new brochure is in process. We will expand our fundraising over time.
 - c) The new DN/LLC building is coming along well. We need to clean now in preparation for our move.
 - (1) A paper retention list will be created to identify what reports are kept for how long and by what office. The DN/LLC Moving committee will create this list within the next few months. Kay Bauman will discuss this charge with Laura Tallant the chair of that committee. This paper retention list will be placed on the Intranet.
 - (2) Once this paper retention list is completed, Donna will identify where we will store the items in our new facility.
 - (3) Need to consider scanning some documents to burn to CDs.
 - d) The October 11 MLC A & P committee meeting is cancelled.
- 2) Friends Report
 - a) Will be having a membership drive soon. A membership form will be sent to each staff member inviting him or her to join.
- 3) Children's & Senior Report
 - a) Septemberfest was wonderful - they gave out 2,000 bags, 500 bookmarks, read stories. This year the volunteers increased from 4 to 28 and that made the day so

- much easier. This year the library was beside the porch where Governor Keating read the Cat in the Hat.
- b) At the Adult programmer's meeting today they will have the Gateway training.
- 4) Public Relations Report
- a) The Omniplex library card program is in place for the month.
- b) An Edmond church school had a bomb threat yesterday and called the Karen Bays (ED) to ask if the children could come to the library. The library assisted by putting them in the meeting room.
- c) PR starts the sound tracks today for the PSAs. He'll bring to Ad Team next week.
- d) The bid is out for the Endowment Trust's brochure.
- e) The OLA Legislative subcommittee that Scott is chair of met and established legislative goals for the year. Scott and the OLA Legislative subcommittee will be creating the legislative committee's brochure.
- 5) Support Services
- a) Director of Construction Management is Todd Olberding. He has a degree in Architectural Engineering and will begin October 1.
- b) Donna has been meeting with the DN offices to determine the furniture for the new DN/LLC.
- 6) Automation Report
- a) Belle Isle's new line is up.
- b) The Collection report recently sent out is incorrect due to the new paperback categories. The correct version will be sent out electronically.
- 7) Human Resources Report
- a) Staff recognition is coming. The list of staff to be recognized this year will be divided among Denyveta, Scott, Donna, Karen and Ernestine who will provide introductions at the Staff Recognition.
- 8) Finance Report
- a) The Audit is finished and we had no exceptions. The Audits for the Endowment Trust and Worker's Comp are next.
- b) We are continuing to lose cash reimbursements in the interagency mail. Last month there were 6 incidents which was over \$100. Norm suggests that we cut a check for all reimbursements or at least all mileage reimbursements. Judy, Denyveta and Laurie Mack-Clark will work together to set up new procedures designed to reduce these incidents.
- 9) Materials Services Report
- a) The Community Fund has given us money to purchase college guides. Tomorrow Karen will meet to learn of the details for that grant.
- b) mslMaterials demo will take place tomorrow for the Materials Services managers.
- 10) Public Services Report
- a) Food for Fines is on track.
- b) Judy, Kay and Jane have met to look at our training.
- c) Contact Training is ongoing and those attending will consider this training for MLS.
- d) We are continuing to provide information to staff about the Family Place.
- e) Judy is ready to call the Recruitment Committee together and this will dovetails into long-range planning.
- f) Still working on filling the Ralph Ellison Manager position.
- 11) Branch Services Report
- a) Denyveta brought Show and Tell about her visit to the Family Place at the Providence Public Library. They have been a Family Place for 3 years and now have 5 libraries with it.

- b) Denyvetta is still performing as Ralph Ellison Manager as well as Director of Branch Services.
- 12) Maintenance Report
 - a) Belle Isle parking is finished. The angle of the spaces is different though the size of the space remains the same. The city has a formula for the size of a building to determine the number of spaces it needs. We cannot reduce the number of spaces at Belle Isle.
- 13) Planning Report
 - a) The Committee Fact Sheets are finished with the exception of a few that have not yet been turned in. Once these are all collected Kay will let staff know this information is available.
 - b) The Group of Strategic Ideas (GOSI) has been formalized. There is also a Virtual GOSI that will participate in the strategic planning via email.

September 19, 2001

Present: Judy Walden, Scott Carter, Jim Welch, Karen Marriott, Norm Maas, Donna Morris, Don Updegrave, Anne Hsieh, Kay Bauman, Denyveta Davis.

Current Items

- 1) Ad Team Meetings – Kay
 - a) Each meeting will have an agenda.
 - b) Purpose of minutes – follow the topics that we're dealing with along with the decisions, and to do's identified.
 - c) The audience of the minutes is the Ad Team so the notes can be brief.
 - d) Minutes will be sent to all staff for their information.
 - e) Topics that must get out to the staff will be sent via email, PR
 - f) Each Ad Team will indicate "please include this in the minutes" otherwise the reports are just informational for the Ad Team.
 - g) The meeting will be from 9:15 – 11:15, and will begin on time.
 - h) Facilitator solicits agenda items, sends agenda, and facilitates the meeting
 - i) Judy will be note-taker for Oct and Scott will be the facilitator.
 - j) Donna will modify the note taker/facilitator list.
 - k) No draft of the minutes will be sent.
 - l) Sent via email monthly without attachments
- 2) Library Exhibits – Judy
 - a) Insurance for exhibits by exhibitors
 - b) Further discussion, Judy will bring again next month for further discussion
- 3) PSA – Scott
 - a) Four new PSA's were previewed and they start airing in October.

Standing Items

- 1) Current concerns –
 - a) Cash Reimbursements – Anne
 - (1) Issue check for ALL mileage reimbursement after October 1
 - (a) Batch for every month except for June since it's the end of the fiscal year
 - (2) Using a different bag for cash reimbursement with a key and each manager will be responsible for this and will keep the key
 - (3) Writing procedures for this, ie: employee sign when picking up
- 2) Finance report – If purchasing something over \$1000 check with the Business Office prior to purchasing.
- 3) Support Services report
 - a) Donna's working on furniture on new DN/LLC
 - b) Dress code for SDD is casual Friday

September 26, 2001

Present: Scott Carter, Anne Hsieh, Kay Bauman, Jim Welch, Anne Fischer, Norm Maas, Don Updegrove, Karen Marriott, Dana Morrow, Donna Morris, Judy Walden.

Current Items

- 1) Final Review of exhibit policy – Judy
 - a) Discussion of modifications and approved with minor grammatical changes.
- 2) Attendance at community events – like Literacy Council celebration – Judy
 - a) Scott, Francie, Wanda, Laura Mack-Clark, Norm will attend Literacy Council Celebration.
 - b) Each event will be brought to Ad Team to decide on who can/should attend.

To Do's

- 1) Paper Retention list – Kay
 - a) DN/Moving Committee will get a beginning list completed by **the end of October** for the Ad Team to examine and consolidate. Then Donna will use that information to determine where to house these materials.
 - b) Who's going to oversee the other details of the moving. Another committee made up of: Don, Todd, Debra, Donna, Karen, Judy, Norm, Frank or Anne H., Jim or Anne F., DN Assistant Manager.
- 2) Hispanic and Black History Months
 - a) Black Theatre Troupe – Dana puts money in the budget and writes a grant. All libraries need to celebrate cultural awareness months/events by:
 - i) book displays
 - ii) posters
 - iii) bibliography
 - iv) schedule speakers
 - v) include in the events brochure
 - vi) list of web sites
 - vii) MSL will help create pathfinders.
 - b) Scott and Norm will get together to discuss the different, cultural, local newspapers.
 - c) Scott and Dana will identify different annual celebrations and create a calendar to assist us in programming and advertising.
 - d) Every year Dana does a presentation of a different country.
- 3) Gates Grant is handled by Anne Fischer – the Gates Foundation is wanting a final account of what we spent.
- 4) Karyn Miller is trying to determine what a really good health care system is today to answer Hugh Rice's question.
 - a) Begin a committee consisting of Donna, Norm, Anne H., Scott, and Kay will help Karyn answer this question.
 - b) Kay will talk with Karyn on ways to locate this information.

Standing Items

- 1) Branch Services report
 - a) A lot of libraries are making contact with the schools.
 - b) We are receiving lots of cudos from the schools about doing this. One of our librarians is attending the School Media Specialists monthly meeting.

- c) Norm suggests that we give them the bookmark with our website address on it and promote the site as a great place for students to use to complete their homework.
- 2) Children's report
 - a) *Reading is Fun Clubs* being developed that will offer an after-school reading club to children.
 - (1) We will be able to go to a sponsor and show them what we're doing and ask for support.
 - (2) Dana and Scott are working on a brochure for this.
 - (3) Include good photographs and write articles for American Libraries, on TV ads.
 - (4) Judy, Norm, Dana and Scott sit down to develop an article for American Libraries.
- 3) Senior report
 - a) Examine purchasing equipment that enlarges print.
 - b) Donna has information on this type of equipment and will look at this for the new DN/LLC.
 - c) Requests for us to purchase more Large Print materials.
- 4) Finance report
 - a) Proposed changes to Travel Policy & Procedures and Retirement Policy. Ad Team please read these and be **prepared to discuss next week.**
- 5) Friends report
- 6) MLS Endowment Trust
- 7) Human Resources report
- 8) Library Commission news
- 9) Materials Services report
- 10) Maintenance & Building report
 - a) Land behind MTC
 - (1) North East Development Authority owns the land behind Maintenance. Don is meeting with someone to discuss what their plans are.
 - (2) **We need to determine our physical needs** for Maintenance, Friends, Cataloging, Tech Processing.
- 11) Planning report
- 12) Public Relations report
 - a) Lavetta Dent is the Public School liaison.
 - b) October 18 reception of Ronnie Claire Edwards
 - c) Stitches in Time – CH celebration
 - d) Scott asks that we discuss having a central phone number. This is a great need for PR purposes.
 - (1) Donna invited Scott to the phone meetings and will let him know the date of the next meeting.
 - (2) Will be meeting with the offices to determine the printing needs for next year.
 - (3) Been in contact with State Fair, Red Earth, etc. Scott will come to us to discuss how to staff these and etc.
 - (4) ODL is developing a PSAs that libraries will be able to put a end tag on. This is the ALA @ your library.
- 13) Public Services report
 - a) PLA Conference deadline is January 4, 2002.

- 14) Support Services report
 - a) If anyone needs keyboard drawers let Donna know. She will also send an email asking us.
- 15) Automation report