

Metropolitan Library System
Ad Team Minutes
December 5, 2001

Topics discussed:

Event Staff Proposal, Staff Volunteer Event proposed schedule for 2002, teen Volunteerism forum -- Heidi Port presented three volunteer opportunity events.

Event employees -- With supervisory approval, MLS Employees have opportunity to "volunteer" for job duties outside of their daily function. This is paid time for specific MLS sponsored functions and events for limited shifts. Event Employees differs from Staff Volunteers in that the Staff Volunteer Events are benefiting organizations other than MLS, and are completely volunteer efforts.

MLS Staff Volunteers -- Heidi presented the planned schedule for 2002 that will give employees an opportunity for volunteering in a community involvement situation. A list of events and when they are scheduled will be sent to all employees.

Volunteenthon -- Heidi also presented information on Volunteenthon which is the brainchild of Lisa Woods, Choctaw Children's Librarian Specialist. This event will take place on April 17th and the goal is to reach teens who would most benefit from volunteering and to encourage participation, provide opportunities and recruit summer volunteers for Summer Reading and Reading Is Fun.

Hours and staffing for Non-public services at new Downtown Library -- Ric Rea presented possible additional positions that will be needed for the new Downtown Library as proposed by various supervisors. There was discussion about when security will arrive and leave the premises. It was determined that security will start at library opening and stay until 1/2 hour after last class ends in the Learning Center. The maintenance person will be responsible for opening the building.

There was also discussion about the operation of the Learning Center. At this time, an agreement with the consortium has not been finalized.

New Downtown LLC; Naming of Facilities Policy, etc. -- Ernestine presented a proposed "Naming of Facilities" policy and possible Themes/Room Names for the Downtown Library & Learning Center.

Donna sent a letter to Jim Couch in late November asking if the city had a policy on naming of facilities or rooms and has also talked with him via telephone. He will be sending her a reply and told her verbally that the city does not have a naming policy but they are vitally interested in this topic. He would like to see the ground rules that the library is proposing in their policy and also suggested that nothing be named after corporations.

Much discussion followed about the room names and how they will fit in with the way areas are decorated. Suggested changes will be made to the documents presented and these documents will then be presented to the Commission for their approval of the policy.

Miscellaneous topics

Employee ID Badges -- Ric will be presenting information to the Commission about the purchase of a system to produce employee ID badges.

Library Web Page -- The Ad Team discussed what is still to be added to the web page and Norm requested that a plan for the future of the web page be developed. This plan will then be discussed at the Tech Group Retreat.

Some of the items that will be added are Family Place information, a teen page, a senior page, and homework help for parents and homeschoolers. A timeline for when these items will be added needs to be developed as well as a projection of what will be coming during the next year.