

Administrative Team Meeting Minutes

Feb. 6, 2002

Present: Jim Welch, Anne Fischer, Anne Hsieh; Karen Marriott, Donna Morris, Scott Carter, Judy Walden (Minutes), Kay Bauman, Ric Rea, Ernestine Clark, Todd Olberding (Chair); Don Updegrave, Norm Maas

Ric reported on proposed changes to the Meeting Room policy that will be presented to the Metropolitan Library Commission this month. The changes involve allowing alcoholic beverages to be dispensed at events with prior approval of the Executive Director and that the space must be vacated by library closing time, unless prior approval is granted by the Executive Director. Some discussion ensued regarding the possible need to pay overtime to staff to close the building when approved meetings go past closing. Ric was requested to check with Able for legalities, which he has already been doing and also to check with each of the municipalities regarding city ordinances. Anne suggested we ask groups to buy liability insurance for themselves and if the event is ours, we are already covered by insurance. It was suggested that in the insurance policies of room users, the library be listed as an additional insured for the event.

Scott Carter announced the upcoming Ralph Ellison Special Friends reception for new RE Library Manager, Darcus Smith. The event is Saturday Feb. 9th starting at 2:30 pm. All are invited.

Ernestine presented a final review of the Theme/Names for the Downtown Library. A meeting with Scott Carter, Judy Walden and Deb Spindle was held to finalize names. However, we are still in need of some ideas for another \$10,000.00 donation and for some smaller ones in the amounts of \$50.00, \$100.00 and \$250.00. Please send ideas to Ernestine.

Norm reported that he and Ernestine will meet with Donna and Todd about donations. Todd is providing visuals for meetings with donors.

Norm distributed a letter from PLA inviting MLS to participate in a national Emergent Literacy initiative. This is very compatible with Family Place and other recent directions. Denyveta will register MLS and be the contact.

Dana and Scott are members of the Success by Six Committee – Dana has become chair. This is a statewide initiative that is working on promotion of reading to children.

Norm initiated discussion regarding MLS finances/budget and planning for a millage campaign. We need to be developing strong relationship with legislators. Scott and Donna participated in a recent legislative day at the capitol. Anne Hsieh distributed budget projection sheets. Norm will set up a committee to plan the future millage campaign.

Deadline for entering budget requests for 2003 is this March 9th. Anne H. will enter mileage, supplies, postage and parking for all. If we want additional amounts, we need to put in an additional request with the additional amount.

Feb. 13, 2002

Present: Ric Rea, Jim Welch, Anne Fischer, Anne Hsieh, Kay Bauman, Ernestine Clark, Scott Carter, Norm Maas, Don Updegrave, Todd Olberding (chair), Judy Walden (minute taker), Karen Marriott (joined us at about 10:00), Denyvetta Davis (joined us at about 9:45).

The meeting started with standing reports because several members were expected to be late.

Jim Welch distributed draft agendas for the upcoming Tech Group Retreat. We were reminded that all Ad Team members may attend Tech Group Meetings including the retreat. Jim invited input on the agenda.

Discussion ensued regarding the expected timeline for moving into the new DN Library Learning Center. It is looking like we may not be moving in before Feb./March 2003. A brief report of the status of the Moving Committee was given. Todd Olberding will be chairing that committee. The committee has begun meeting again.

Ernestine reported that she has just finished another grant. Book sale is coming up.

Norm reported about ongoing meetings with Commissioners and Mayors.

Don reported that he has solicited bids for cleaning up ice-storm-damaged trees at three libraries. \$6325.00 is the rate. We will wait until after the rush to see if we can get better rates since it appears as though there is not safety danger.

Karen reported that Materials Services is working with Downtown on the collection portion of the new service plan for the Downtown Library Learning Center.

Kay Bauman reported that lunches with mayors are going well. The secretary position in her office is filled. Interviewing of candidates for her other two openings begins Friday. Judy Walden and Ernestine Clark will assist her. Planning is looking at trying to schedule regular all-supervisor meetings – at least 2 per year. Planning is also seeking to set up a system for tracking status of work on strategic plan objectives.

Scott reported that he and Judy Walden would be meeting that day to review MLS forms for determining which ones can be made available on Intranet. He reported on MLS participation in Library Legislative Day at the Capitol and complemented Karen Marriott, Donna Morris, Kay Bauman, Norm Maas for the good job they did there. Alliances were formed with Vo Tech people to work on killing property tax legislation, and monitoring legislation. He also had success getting adjustment to a retirement bill to include MLS employees. Scott and Norm both expressed the opinion that the MLS has to be a leader in legislative issues. Scott has the contacts to give us access to legislators and others. Also, we need to be seen as part of the education program. PR will have a marketing booth at the book sale. Several of us are signed up to man the booth – will issue library cards and give info. about MLS. ODL is helping distribute the Ellison poster across the state.

Judy reported status of Family Place activities and upcoming Library Managers Retreat.

Anne Hsieh requested input on how to update 5-year old copiers. A group will study this and come back with a recommendation.

Ric presented the implementation plan for the revised system-wide standards common to all employees – 40 %. A few adjustments were made and Ric was requested to send the memos and the standards out to supervisors and staff. Standards will be implemented effective March 1st, 2002. Ric, Judy and Norm will meet to review Ad Team appraisal system.

Norm discussed our need for a way to keep important meetings in front of us. Judy, Norm and Kay need to meet about this. We need to know who will be representing us at events and who is taking pictures. Security/name badges will be implemented in the very near future. Several staff have asked about the health of our retirement pension fund recently in light of the Enron disaster. Norm would like us to issue a status report to staff twice a year. Anne Hsieh thinks we can only do it once a year.

Anne Hsieh asked for input on replacing copies for the library system. It was decided that she will form a committee to review and make recommendations.

Feb. 20, 2002

Attendance not noted

Norm reported that everyone is running around getting things done. He wants us to all look at our calendars in the next 8 to 10 weeks. We need to coordinate who will attend events needing system representation. Planning will coordinate a calendar for this process. Jim Welch and Anne Fischer will show a possible WEB based application for such a calendar. We also need to clarify type of agenda items for Ad Team meetings. Ad Team meetings should be for exchanging of data, providing information and seeking help of coworkers. Lengthy editorial work should be done in smaller groups outside of Ad Team and then results brought to Ad Team for information.

Judy and Norm reported that we have decided to make some changes to staffing in Outreach. Instead of Children's programmers, we will have a Children's Services Coordinator, a Teen Services Coordinator, A Senior Coordinator and an I&R Coordinator. We are working out the details of bringing this about.

Scott Carter and Judy Walden distributed a packet of MLS forms that they feel can be put on the WEB. Ad Team members are asked to submit input to Scott by next week. What forms need to be added and which need to not be on the WEB. Which forms need to be changed first. These are not forms to be filled out on the WEB. They are to be printed and then completed by hand and submitted. It was mentioned that staff need to be told to print off one master and use the copier to duplicate. It is much less expensive to photocopy than to print from printers.

Ric discussed reporting hours for inclement weather. There was a Staff Association request to review our pay policy when libraries are closed unexpectedly. Pages were not paid before. It was decided to pay pages for the hours they had scheduled but they were not able to work because there is an early closing, late opening or no opening at all situation. When there is a planned or scheduled facility closing, all employees should be assigned to work what their normally scheduled hours would be at a library facility. This could be a facility that is closed to the public or another facility. Also, for the purposes of documentation and future reference, pay on Staff Development Day is covered in this same position statement.

Denyveta distributed a spreadsheet listing strategic relationships of MLS – community contacts maintained by MLS staff.

Feb. 27th 2002 meeting was canceled

Ric Rea will chair March meetings. Todd Olberding will take minutes