

AdTeam Minutes

April 3, 2002

Present:

| | | | |
|-------------------|----------------|-----------------|---------------|
| Anne Hsieh, chair | Karen Marriott | Jim Welch | Todd Olberdin |
| Norm Maas | Don Updegrove | Denyvetta Davis | Anne Fischer |
| Scott Carter | Dana Morrow | Ernestine Clark | Kay Bauman |
| Donna Morris | Judy Walden | Ric Rea | |

ID Cards

AdTeam reviewed the draft memo going out on the issuance of ID cards as well as the proposed protocol covering the wearing and replacement of same. It was suggested that staff be able to buy extra cards in advance at the same price of replacement cards. All staff will be issued two cards. It was also suggested that there be some "temporary" cards (without picture and name) at each branch for new staff to use until they could get their personal card made. A schedule of dates, times and locations for picture taking will be released soon.

Sick Leave

The issue of sick leave on performance appraisals was opened for discussion. In light of the core competencies committee's work with a possible need for further revision to the performance standards, Kay Bauman and Ric Rea were assigned to meet with Norm Maas over the next couple of months on this issue and then to bring it back to the AdTeam.

Copiers in the Libraries

Anne Hsieh reported on the plan to purchase copies (as opposed to using a lease purchase agreement) with available funds accumulated in the copy fund account.

Individual Reports

AdTeam members made individual reports from their areas of responsibility.

Administrative Team Minutes

April 11, 2002

9:15 a.m.

Present: Executive Director, Norman Maas, Anne Hsieh, [Chair for today's meeting], and Administrative Team members: Scott Carter, Denyveta Davis, Anne Fischer, Karen Marriott, Dana Morrow, Don Updegrove, Judy Walden, Jim Welch, and Ernestine Clark, who is taking minutes on behalf of Ric Rea, who is ill. Unable to attend: Kay Bauman, Ric Rea

The meeting began at 9:25 a.m. under the facilitation of meeting chair Anne Hsieh.

Items discussed:

ALA Ballots. Judy Walden referenced the ALA Ballots for offices and invited anyone who knew of a particularly excellent candidate to recommend for a vote, to speak on that candidate's behalf.

Attach minutes to the next meeting's agenda: Usually minutes are sent out in one batch summarized at the end of a month. It was decided to begin sending them out each week so that task assignments and decisions would be fresher in everyone's mind. For consistency's sake, one of Norm's assistants will begin taking minutes at every meeting, beginning with the next one.

Eight Weeks Ahead Calendar: Ad Team reviewed this calendar, as they do every week, and gave reminders for all of important upcoming events where their presence is desirable on behalf of MLS. They also discussed events that might have impact, such as:

April 19 Anniversary of the Bombing was discussed as relates to potential traffic

and parking situations, should the dignitaries from New York City come to

the opening of the new exhibit, "A Shared Experience." While commemorations are smaller at this point, tighter security might—this is

an unknown--complicate some aspects of getting to and into the building.

No Ad Team Meeting next week. Due to most of the Administrative Team being in Tulsa for Oklahoma Library Association meetings, the Ad Team will not meet April 17.

Friends of the Library Sorting Site in the MLS Outreach/Maintenance Building: A discussion was held about various aspects of Friends' and MLS book

sorting/review procedures. Leading this discussion were Norm, Karen Marriott, Ernestine Clark.

Furniture for new Downtown Library: Donna and Todd had left by this point, but Norm said he believed the furniture will probably be bid out within a couple of months, so everyone needs to have had one last review of their area to be sure everything's ordered.

Contracts of any kind, obligating MLS to something: Norm wants to sign off on every contract possible. In his absence, he would like one of the following to review any contracts that come due: Anne Hsieh, Judy Walden, Jim Welch, Donna Morris.

Some of the contracts will end up having two signatures on them, Norm's and the Department or Project Head. Anne Hsieh is creating a list of all recurring contracts. Please send her the names of any contracts your department routinely receives.

Commission meeting information from Norm:

- *Architect Rand Elliott will appear at the upcoming Commission meeting to review the Choctaw contract.
- *John Rex, an Early Childhood proponent via Success by Six, may attend.

Following departmental reports, the Ad Team meeting adjourned prior to noon.

Ad Team Minutes
April 24, 2002

Present:

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|-------------------|----------------|---------------|--------------|
| Anne Hsieh, Chair | Karen Marriott | Jim Welch | Anne Fischer |
| Norm Maas | Dana Morrow | Judy Walden | Scott Carter |
| Ernestine Clark | Kay Bauman | Don Updegrove | Ric Rea |
| Donna Morris | Todd Olberding | | |

Absent:

Denyveta Davis

Guest:

Colleen Woolery – ODL Family Literacy
Heather Cook – Barnes & Noble Community Relations Manager
Braden Blasdel – Barnes & Noble
Michelle Bird – Barnes & Noble
Dennis Wisdom – CHR Solutions

Guest Speakers

Colleen Woolery, Family Literacy, Oklahoma Department of Libraries spoke of ODL's partnering with Barnes & Noble for the Read Across America campaign, ODL's program ran by Donna Norvell for summer reading-one book per child campaign, and ODL's current partnership with MLS, i.e.: Reading is Fun.

It was discussed and decided that Dana Morrow and Scott Carter would get with the ODL coordinator to do the following:

- For Family Place Libraries – Provide information, handouts, brochures, programming dates, etc to ODL for joint promotion with ODL's programs and ODL's children's summer activity kit.

Heather Cook, Community Relations Manager, Barnes & Noble Booksellers spoke of the First Annual Oklahoma Book Festival. This is tentatively scheduled for Friday, October 25, 2002 or possibly Saturday, October 26, 2002.

In conjunction with the First Annual OK Book Festival, Barnes & Noble would like to sponsor ONE Book ONE City, which would mean Barnes & Noble along with others, i.e. Daily Oklahoman, Channel 9, OK Museum of Art would partner with MLS to:

- Provide three members of MLS to sit on Book Selection Committee. This committee should start as quickly as possible. At least by the end of May 2002.
- Organize and host featured book discussion groups approximately six weeks prior to the First Annual Book Festival. Early September 2002.

This needs to go to the Events Committee for further processing. Also going to the Events Committee, for Family Place Libraries – Coordinate with ODL's contact and review efforts and goals for both organizations.

Dennis Wisdom, CHR Solutions, telephone system consultant stated that he would be setting up meetings with library staff within the next few weeks to determine the telephone needs from all perspectives. He will have a set of questions to answer in order to fit the best requirements for a unified telephone system throughout all the library facilities.

Dennis will meet with Debra Spindle to specifically talk about the new Downtown Library & Learning Center's high volume call center.

Two items specifically mentioned to be thought through in more detail are:

- Extension Libraries telephone needs and to contemplate future Extension library building construction i.e. Jones, and possible expansions.

Scott Carter spoke about SB17. And the need to strategize with OLA, ODL and other library entities regarding the millage cap.

Individual Reports

Ad Team members made individual reports from their areas of responsibility.

Follow up list:

- Materials Services Report – Don, Todd, Ernestine, and Karen will arrange to turn the basement into a materials services sort-site.
- Maintenance & Building Report – Donna, Todd, and Don will review the custodial contract and bidding process.
- Library Commission Report – Need from Scott, Todd, and Norm, before May Commission meeting, a statement as to why MLS needs to go out for a millage increase. Scott, Ernestine, and Lori to work on Gift Book Campaign flyers and ideas. And Gift Book Form MLS #720 revision.