

## **Ad Team Minutes**

### **May 1, 2002**

#### **Present:**

Jim Welch, Chair	Anne Hsieh	Denyveta Davis	Todd Olberding
Norm Maas	Dana Morrow	Judy Walden	Scott Carter
Ernestine Clark	Kay Bauman	Don Updegrove	Ric Rea
Donna Morris			

#### **Absent:**

Anne Fischer	Karen Marriott
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#### **Current Items**

Reminder of upcoming MLC committee meetings – May 13, 2002 – Finance Committee, May 14, 2002 - MLC Ad Hoc Committee, and May 16, 2002 – MLC monthly meeting.

#### **Individual Reports**

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

Follow up list:

- Maintenance & Building Report – The white substance has returned to Del City and is being investigated. The Family Place quiet reading carpet at MWC needs to be replaced.
- Library Commission Report – Grievance procedure review is being completed by staff and staff association representatives. A & P committee meeting on May 6, 2002 will be notified of this review.
- Human Resources – Recommendation going to the A & P meeting is to add three-month mail-order prescriptions for our employees. Ric will provide all information to employees if addition is approved by commission. ID badge issuing has been taken out to the various library sites. MTC, Outreach and RE have been issued badges.
- Finance – Revised budget is being circulated please review for any needed corrections.
- Development – At the Philomethan Club meeting fund raising was addressed and Ernestine will meet with them again for more discussion. The Downtown Library & Learning Center room named for the club members will be (at their request) named Philometha Hall. Ernestine will have Philomethan Club history, information on the website. Scott will have a feature in Metro Mag with photo. Ernestine, Debra Spindle will research opening day ceremony from Carnegie opening for possible ideas for our

opening ceremony. Donna, Todd and possibly Debra Spindle will see if there is a time capsule, bomb plague, 1955 plague, etc historical items for inventory to take to the new building. Another possible idea Donna will research is to recreate the original plague of the Philomethan's.

- Construction Management – Library attorney, Jim Couch and Mary Lou Gordon are working out the lease agreement with the city regarding maintenance and repairs of the building. Report basement room completely cleaned and ready for sorting of materials. First load of books will be May 11, 2002. Todd and Donna are assigned to complete an inventory of all art work in this building.
- Outreach – Child development class report excellent reviews from participants. Possibility of incorporating this into a public program. Another suggestion is to send principals to the workshop. Adult programming meeting will discuss Library for the Blind. Summer reading program is getting ready to start.
- Branch Services – First Library Managers night out after meeting was a success. Asked managers identified specific staff for teen and senior programmer. We will have someone in each library for this in addition to children's programmer.
- Automation – Anne Fischer is currently taking the CHR representative to each location for review. New customer email notice for system reserves is on-line. Express checkouts at ED won't update if in use or shut down at night so procedures will be set for this. Employee social security numbers have been removed from paycheck information. Anne Fischer, Jim, and Mike Miller will provide definitions of all reports, what we need to report, and what we do report.
- Support Services – Donna will make appointments with everyone to go over specific furniture budget items for each department in the new building. Consortium agreement is being completed. Donna is still negotiating the Small Business Center agreement. Donna, Todd and Anne Hsieh will continue to work on the parking issue for the new library.
- Public Services – Friends grants will be brought to the Ad Team for review late May or early June. Judy and Donna are meeting with Spenser city manager for discussion about their facility. Donna, Judy, Scott, and Norm are to define Extension vs Full Service Library – a good definition for Metropolitan Library System standard, to be used in contracts. Scott will review website calendar for all Ellison Events for the coming year.
- Public Relations – 5 minute Summer Reading Promo was shot last week and will be airing on time. Family Place Come Read With Me Brochure went to printer. Bus wrap will hopefully be on the road by May 16. Scott will contact ALA mag about Ellison Celebration.
- Planning – Annual Reporting with ODL counting surveys are being completed by Mike Miller. Reference survey is complete and results will be sent to Judy. Strategic Plan final print by May 16, will be put on website, one copy will be at each reference desk as well as a copy being cataloged for each branch.

## **Ad Team Minutes**

### **May 8, 2002**

#### **Present:**

Jim Welch, Chair	Anne Hsieh	Denyveta Davis	Todd Olberding
Norm Maas	Dana Morrow	Karen Marriott	Scott Carter
Ernestine Clark	Kay Bauman	Don Updegrave	Ric Rea
Donna Morris	Anne Fischer		

#### **Absent:**

Judy Walden

#### **Current Items**

Ernestine Clark explained the Draft of the gift book donation form. Lori Kane and Jan Reynolds have worked up the draft for ad team input. Please send suggestions and corrections to Jan or Ernestine, then it will be sent to Scott Carter. These forms will be printed on carbonless paper and will not be posted on the web. The wording "branch" location will be changed to library location. The actual number of books will be indicated instead of the number of boxes or bags. The customer may put a dollar amount on the form; staff should not do this.

Denyveta Davis discussed the proposed rental of a Moonwalk for the Ralph Ellison Juneteenth Celebration. Denyveta will get a copy of the certificate of insurance from the Moonwalk Company and give to Anne Hsieh for record keeping purposes.

Norm Maas discussed the need for a system wide procedure for sending flowers and cards to staff and families during illnesses and deaths. Administration will work with Anne Hsieh and Scott Carter to bring a draft to the Ad team of a system wide procedure and an individual building procedure.

Kay Bauman discussed grant coordination and asked for a list of grants applied for over the last 10 years. Ernestine Clark should be receiving copies of all grants. MLS needs to know what grants have been applied for including grants that were not received. This will help in knowing areas to be addressed and specific application periods.

Norm Maas shared concerns from a caller about cell phone usage in the libraries and what action staff could take. Denyveta Davis, Judy Walden, Ric Rea, and Scott Carter will come up with ideas to present to a manager's meeting.

## **Individual Reports**

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

Follow up list:

- Library Commission Report – A MLC Finance Committee will be held on Monday, April 13, Commission is Thursday the 16<sup>th</sup>. A regular Finance Committee meeting is being scheduled in June. Norm Maas and Scott Carter will narrow down 5 major concerns that make necessary the need to ask for a millage vote in 2004.
- Human Resources Report – Human Resources will go before the Metropolitan Library Commission with the Employee Assistance Program for the next physical year. A committee of Judy Walden, Ernestine Clark, and Ric Rea will look at possible providers for this program.
- Finance – A new procedure for using credit accounts in supply stores will be issued this week. A purchase order number will be required before purchasing anything. The Request for Purchase should be filled out as soon as the purchaser returns to the office. This will alleviate the high interest rates that are being charged while the Business Office tries to figure out who made which purchases. This procedure will apply to all employees, effective Monday, May 13, 2002.
- Construction Management – Hardhats have been purchased and Todd wants to begin scheduling employee tours of the new library site. Todd will put together proposed moving packages that will be discussed at ad team.
- Outreach Services – The next “Success by Six” meeting will be a marketing planning meeting with John Rex on June 5<sup>th</sup> at 2:00 at the Bethany Library.
- Branch Services – The Core Competencies presentation by Helen Chacon will be presented to the library managers this summer. Training will be scheduled for this fall for other employees. A copy of “Invisible Man” will be given to the ad team members and all commissioners.
- Automation – Dennis Wisdom from CHR Solutions will meet next week at each location to discuss individual telephone needs.
- Public Relations – The summer reading video was completed yesterday and will be brought to ad team next week. Family Place Brochure should be ready in 5 days, after approval of proofs. MLS will be sponsoring a Disney movie "Spirit" offering free movie tickets. One of the prizes in the Summer Teen Reading Program will be 2 Britney Spears concert tickets.
- Planning – The Strategic Plan is nearing completion. The door count survey should be ready by June. X-Change, a forum including all supervisors will begin meeting quarterly to discuss issues such as, service, Family Place, reading programs, core competencies, where we are on the budget, etc. Traci Jenkins is working with Jim Welch to trial a mailing label software program. She will meet with the administrative staff.
- Materials Selection – The new gift sorting procedure will begin next week downstairs in the basement. The automation team has installed 2 PC's and a printer. The first pick-up will be Saturday and sorting downstairs will begin on Monday.

Norm Maas said the 5 commissioners that are due for reappointment are all willing to accept another term. The Finance Committee Meeting will include Choctaw, Downtown Library & Learning Center, and proposed millage. A report on needed repairs of all libraries should be put together in the next 3 – 4 months to decide when we really are going to be able to do renovations at Ralph Ellison, Capitol Hill and the proposed Northwest Library. By June, there will be a printed version of the Strategic Plan. The annual report in August 2001-2002 should include a 1-page report for 2000-2002.

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## **Ad Team Minutes**

### **May 15, 2002**

#### **Present:**

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

#### **Absent:**

Dana Morrow

#### **Current Items**

Ric Rea presented a draft of the Metropolitan Library System Identification Card Policy for Employees and Volunteers.

Each director will provide a work plan for next year to Norm by 7/01/02.

Todd Olberding discussed a sample of a moving packet. An inventory of items remaining in the downtown building will be completed before a sub-committee will go to each location with the individual packets to explain the process. Archival scanning should be done this year before the move.

#### **Individual Reports**

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

Follow up list:

- Finance – The inventory should be finished by the end of the month. Managers should go over this list upon receipt. The FY 2002-03 budget will be sent to the printer by the end of next week.
- Automation – Updates for the Gates computers are being received. Scheduling will begin when all updates are in. Express check-out stations are being installed at Belle Isle, Midwest City and Southern Oaks.
- Public Relations – Channel 20 is interested in promoting the libraries. “Spots” will be provided.
- Planning – X-Change, a forum including all supervisors will have the first quarterly meeting on Monday at Belle Isle library.
- Materials Selection – The first delivery of materials to the downtown sort site location has been processed. Libraries need to be sure and send any

withdrawn materials that meet the criteria, along with the boxes of gift donations.

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## **Ad Team Minutes**

### **May 22, 2002**

#### **Present:**

Jim Welch, Chair	Anne Hsieh	Denyveta Davis	Todd Olberding
Norm Maas	Judy Walden	Anne Fischer	Scott Carter
Ernestine Clark	Kay Bauman	Don Updegrove	Ric Rea
Vickey Dooley, Friends Coordinator			

#### **Absent:**

Dana Morrow      Karen Marriott      Donna Morris

#### **Current Items**

Ernestine Clark explained the Friends Grants packet and the procedure for grant requests. Vickey Dooley explained in more detail various grants and answered questions from the ad team members. The ad team reviewed grants and made recommendations. The Friends Grant Review committee will meet in mid June. The outcome of each grant requests should be reported back to the person who requested the grant after the committees meet and the final decisions are made.

#### **Individual Reports**

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

Follow up list:

- Commission Report – Norm explained the handouts in each packet. These are examples of work plans that he discussed last week. Kay will use these examples to work up a format for everyone and will bring it back to the ad team in the next few weeks.
- Branch Services – The monthly manager's meeting is this afternoon at Southern Oaks Library. Denyveta invited ad team members to come to the monthly meetings anytime.
- Public Relations – The proof for the bus wrap will be in front of the downtown library on Tuesday.
- Maintenance – False alarms are excessive in many of the libraries. There is a chance we will be charged a fee for each of these false alarms in the future. Denyveta and Judy will remind managers this afternoon at the manager's meeting of the importance of reviewing codes and procedures with new employees regularly.
- Human Resources- Ric handed out and explained the Identification Card Policy for Employees and Volunteers, MLS Employment Process, MLS Pre-



Professional Program Rationale, and job descriptions for associate librarian  
and librarian.

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## **Ad Team Minutes**

### **May 29, 2002**

#### **Present:**

Jim Welch, Chair	Anne Hsieh	Denyveta Davis	Dana Morrow
Todd Olberding	Norm Maas	Judy Walden	Anne Fischer
Donna Morris	Kay Bauman	Don Updegrove	Ric Rea
Karen Marriott			

#### **Absent:**

Scott Carter          Ernestine Clark

#### **Current Items**

Norm asked about "Library Night" at Bricktown Ballpark. Dana Morrow has already scheduled the date of August 1<sup>st</sup>. Tickets will be sent to all staff in mid-July. These tickets are available in conjunction with the summer reading program. Public Relations will handle this project this year. Norm wants a big sales job to staff with e-mail notifications regularly. Judy Walden said that an events committee group is being put together in order to keep track of all events and programs.

#### **Individual Reports**

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

Follow up list:

- Construction Report – Todd will e-mail department heads soon to begin setting up tours of the new library. Thursday mornings will be the best time for the contractors.
- Outreach – Come Read with Me will be in 16 Play in the Park sites. Materials are being sorted and distributed.
- Branch Services – Denyveta and Karen Marriott have set up a mini materials selection workshop for the extension libraries. This is scheduled for 6/10/02 from 10:00am – 12:00pm. Kay Bauman will present the strategic plan from 9:00am – 10:00am.
- Automation – Tech Support Group has approved progress of the e-mail notification process to the next phase. This service will be available to the public beginning Monday, June 3<sup>rd</sup>.
- Public Services – An events committee is being put together combining resources from public relations, development, outreach, public services, and planning. Plans to bring CONTACT Crisis listening skills training to the public services staff and possible other ad team members and staff is in the

works. Informational meetings will begin toward the end of August with training scheduled early in September.

Judy is updating the new criteria for extension libraries and bookmobiles and asked for input from the ad team.

- Planning – Kay asked for any feedback from the X-Change meeting. The Strategic Plan is having a final proofing before going to the printer. Kay is working on a method or tool to bring events and projects together. Examples of Annual Reports have been sent to ad team members with requests that each department write up specific accomplishments for the current fiscal year to be used in the MLS Annual Report.
- Materials Services – Karen is working on a new materials selection workshop more geared toward non-librarians.
- Commission Report – Finance Committee will meet on June 11<sup>th</sup> at 3:30 p.m. at Warr Acres Library. All ad team members will need to be present. An ad hoc committee, initially including Jim Welch, Donna Morris, Judy Walden, Kay Bauman, and Scott Carter, will meet within the next two months to begin planning for a millage request for the county ballot in 2004. Rand Elliott will be invited back to the July Commission meeting for a presentation on the new Choctaw Library building. Todd Olberding said that the contract for the new Choctaw library will be awarded on June 4<sup>th</sup> with groundbreaking 10 days later. He is meeting with the Choctaw Library Guild this afternoon.
- Human Resources – Ric discussed the increase in insurance costs. He will go to the commission to ask for authorization to use an existing overage to offset the cost of this increase.
- Finance – Anne is finalizing the budget. The tax rate from the county is 6.18%. Anne asked that any specifics about increases or decreases in the existing budget be e-mailed to her for her final report. She requested that all departments keep close track on accounts, especially 303 and 330 for supplies and programming, in order to prevent overspending. Anne will send out the usual end-of-year purchasing procedures via e-mail in the next couple of days. She asked for everyone's cooperation.

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