

Ad Team Minutes

June 5, 2002

Present:

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

Absent:

Todd Olberding	Judy Walden
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Current Items

Ric Rea explained his handouts on ad team Performance Standards and Performance Appraisals. This year ad team members will continue to be appraised issuing the standard letter by the director. Work plans should be submitted 7/01/02 to Deputy Directors and Executive Director. These will be used for appraisals the following year.

Kay Bauman handed out a sample of a work plan and explained its use for tracking. She also explained a handout "The Vision Thing".

Ric discussed a Risk Management Roundtable that meets periodically. He will call Gayle Farley to get more information about what the focus of this group is and see who participates. Todd Olberding is going over our emergency disaster plan and will bring ad team any recommendations. Donna will check with Todd on his progress. Our current plan is not building specific.

Kay handed out Action Items compiled from ad team minutes for the month of May. She will bring this to ad team each week. She will add a column for status. She explained a handout "Begin inputting data in January". Updates need to go to Traci for posting. The MLS calendar was discussed. There is some confusion regarding which meetings needs to be put on the calendar. All public meetings will be posted. Kay will add more levels in an effort to track more meetings. The new Events Committee will discuss how events listed in the Metro Library magazine will be sent to planning for posting on the calendar. Ad team members need to attend events whenever possible. Until a method for tracking this is created, ad team members should bring a printout or a copy of the Metro Library magazine to ad team meetings. Jim Welch and Kay Bauman will meet after the Events Committee meeting to discuss software for events.

Individual Reports

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

Follow up list:

- Finance – Anne handed out copies of the preliminary budget to all ad team members. She discussed the possibility of putting this on the intranet instead of making individual copies. Jim and Anne said this is possible and they will use the final budget.
- Outreach – Dana handed out the new very colorful “Come Read with Me” brochures. Sam Bowman will give her a list of people to mail this brochure to. Norm asked for 200 more copies to be included in packets for his speaking engagements. Dana handed out talking points for “Summers at the Library” from Marilyn Hudson.
- Branch Services – Denyveta passed out brochures “Oklahoma County Vital Signs 2002”.
- Automation – Anne Fischer will send out an e-mail including numbers on participation in the self-checkout process.
- Support Services – The new Choctaw library contractor has asked for a 2-week extension in order to include the actual dollars required for the deck. The actual approval will be June 18th with groundbreaking 10 days later. Donna will provide an update to be included in the Executive Director’s Report to the Commission. The commission will be approached in July for furniture approval for the new Downtown library. A second meeting to discuss a possible library in Spencer will be held in July.
- Public Relations - Additional book bags have been ordered. PR is working on a marketing plan and will bring it to ad team. Scott suggested with the election coming up, a group of library supporters should sit down with the candidates and find out their views on issues that will impact the libraries. Scott will create a letter for sending to the legislature. He will also talk with the legislative committee. The bus wrap is almost ready. MLS and Weokie Credit Union will share advertising on all interior signage for 66 buses for a year. Grand Opening for Family Place will be held in Midwest City.
- Materials Services – Karen informed everyone that the Zane Grey Society is donating an entire set of hardback books to the library.

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AdTeam Minutes

June 26, 2002

Present:

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

Notes

Norm and Scott attended an ALA workshop and discussed the Charlotte Mecklenburg website.

Homework help will be live by August 14 - before school begins. Will have more than just a collection of links. Later we will do a focus group to test the site.

Norm provided Automation with a sample copy of the magazine Webfeet.

Workplans are due to Norm and respective Deputy Directors by July 1.

Del City had a theft this week. All of the money was stolen out of the safe. New procedures will be developed.

Donna will send us information on the FBI's ability to check library records. We may need to amend our policy.

We met with WEOKIE administrators and saw our newly wrapped bus.

Action Items:

Who	What
Safety Committee	will develop new procedures for securing our money
Donna	will send Ad Team information on the FBI's ability to check library records
All Ad Team members	WorkPlans due by July 1

Handouts:

- "Flextime an alternative to vacation", Sunday Oklahoman, June 9, 2002.
- "Book It? Libraries Still Draw Multitudes", Daily Oklahoman, June 24, 2002, page 6-A.
- "FBI Checking Library Records", Daily Oklahoman, June 25, 2002 page 10-A.
- "The Eyes Have It." Library Administrators Digest, April 2002.
- Email from Nancy Fazio to Judy Walden regarding Family Place dated June 19, 2002.
- Email from a customer
- "How to Manage", Library Administrator's Digest, March 2002.
- Letter from Microsoft dated May 30, 2002.
- Letter from McAuliffe, Norick & Associates regarding the July 4 parade, dated June 17, 2002.