

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
August 7, 2002

Present:

Karen Marriott, Chair	Anne Hsieh	Donna Morris	Ric Rea
Ernestine Clark	Judy Walden	Anne Fischer	Scott Carter
Jim Welch	Denyvetta Davis	Dana Morrow	

Absent:

Kay Bauman	Don Updegrove	Todd Olberding
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Current Items

Ernestine will work up a standard for purchasing or naming library chairs in honor or memory of someone. A freestanding plaque was discussed that would include the names of donors for specific items. This will be added to the agenda next week for further discussion.

Judy handed out a count of participation in special events and programs for FY2001-2002. Jim Welch will work on the program to make it more user friendly. Training for booking rooms and special events can be held at Outreach. Several events should probably be added to these totals including Opening Night and speaking events.

Karen discussed a request from Friends that would include a written procedure for marking books that are to be withdrawn. Several suggestions were discussed. Ernestine, Karen, and Scott will draft a letter. Scott will work up a proposed sticker and get costs for printing.

Individual Reports

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

Informational items and follow-up list:

- Automation - Anne Fischer has been working on the Gates-like computers and will probably install them without the Encarta software due to some difficulties.
- Support Services - Donna reported that her computer is upstairs now. She is meeting with all adteam members. She will meet with Penny McCaleb this afternoon. Donna said that the teen volunteer

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recognition party was lots of fun and had a fabulous turnout. The Commission meeting on the 29th and the Finance Committee Meeting dates will possibly be changed.

- Public Relations – The next free movie Tuck Everlasting will be shown August 24th at Quail Springs. Last Friday, Judy and Scott issued 27 new library cards at the Weokie Credit Union.
- Human Resources – Ric reported that HR is still getting a lot of applications for the various positions that are open.
- Finance – Anne received the final numbers from the county yesterday. Since the opening date for the new DN library is expected to be delayed, there are budgeted expenses related to the opening of the building that may not be needed and can be saved and carried over to the next year. She asked that ad team members give her estimates of expenses that were budgeted for use as we move into the new library location. She can then project how much will be carried over into the next fiscal year budget. This will primarily be the cost associated with added personnel and utilities.
- Outreach – Attendance at Library Night at the Ballpark this year was 9014. Dana said that there was a 35% return on the vouchers to be turned in for tickets which is very good. Dana handed out totals for the summer reading program.

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Ad Team Meeting Minutes

Metropolitan Library System Oklahoma County Oklahoma **Ad Team Minutes** **August 14, 2002**

Present:

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

Absent:

Denyvetta Davis

Current Items

Ernestine provided the latest issue of Area and Room Names for the Downtown Library & Learning Center and other items to fund. These were discussed and changes were made. At the next AdTeam meeting, Ernestine will bring the glass plaque for donor names at the new library.

Ric presented the proposed Library Holiday Schedule for 2004. Dates were discussed and approved.

Donna said that several adteam members prefer to meet every other week instead of weekly. Kay suggested that the 8 weeks of Project Management Training be held on the other Wednesdays since they would be open for everyone. The adteam meetings will remain weekly to include this training and will change to every other payroll week after training is completed. Next weeks meeting will be canceled.

Karen will not be able to chair the 8-28 meeting. Ernestine volunteered to chair for her.

Todd asked about the budget for interior signage in the new library. Judy will send Todd names of the committee members and a meeting will be held to discuss this item.

Kay handed out the list of Action Items. These were discussed and updated. This item and the calendar should be added to the weekly agenda. There is a Finance meeting on Tuesday at 3:30 pm at BI. The calendars will be discussed at the first meeting of each month. Admin will provide copies for each adteam member.

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Individual Reports

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

Informational items and follow-up list:

- Support Services - Donna said that the Library Lease agreement and Downtown College Consortium agreements will be included in the commission packet. If anyone needs an advance copy, let her know. She will provide one to Judy. The new evaluation process needs to be put on next meetings agenda.
- Public Relations – PR is working on the scripts for 2 new TV spots.
- Finance – The final budget will be on the Intranet soon. Employees will receive copies of changes only, not the entire packet again.
- Automation - Automation is working on the second T1 line for downtown. The new homework center will be online by the end of the week.

ML

Ad Team Meeting Minutes

Metropolitan Library System Oklahoma County Oklahoma **Ad Team Minutes** **August 28, 2002**

DRAFT

Present:

Ernestine Clark, Chair	Anne Hsieh	Donna Morris	Ric Rea
Judy Walden	Anne Fischer	Todd Olberding	Kay Bauman
Jim Welch	Denyveta Davis	Don Updegrove	

Absent:

Karen Marriott	Scott Carter	Dana Morrow
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Current Items

Anne Hsieh handed out a statement of policy for sending flowers & cards to staff. It read:

"No public funds, (that is, general revenue funds) shall be used to purchase candy, gifts, flowers, etc., for any member of the Metropolitan Library System staff. However, each library may, at their discretion, use proceeds from their Staff Fund for such activities. Exceptions to this policy can be made by the Executive Director."

Adteam approved the statement. Each adteam member will contribute \$10. to create a fund for special occasions. Anne will collect the money and provide status reports.

Ernestine showed a sample of the donor plaque. It matches the frame style of some of the Oklahoma Images pictures.

Handouts from Scott and Jim regarding the millage levy increase process will be sent to the MLC Finance Committee.

The appraisal process for adteam was discussed. Judy will e-mail a sample form and Ric will provide appraisal dates to everyone.

Project management training will begin September 11th at the regularly scheduled adteam meeting. If extended meetings are needed, notification will be given in advance when possible.

Calendars were discussed. SeptemberFest is coming up on the 7th at the Governors Mansion. Action items were discussed and updated. Admin will print out the action item list twice a month for all adteam members.

Ad Team Meeting Minutes

Individual Reports

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

Informational items and follow-up list:

- Planning - The Project Management Classes will start on the 11th. Helen Chacon will send out what information she has right now.
 - Branch Services – Donna will be at the managers meeting today.
- ML