

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
September 4, 2002

Present:

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

Absent:

Anne Hsieh	Scott Carter	Don Updegrove
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Current Items

Donna has provided the copies of standards for adteam appraisals that were available. Adteam members should look at those and make suggestions to she, Judy or Jimmy. After the Core Competencies can be added, deputy directors and Donna will meet with members and update standards accordingly. Judy has provided a copy of a previously used manager's standards and Ric provided due dates for adteam members appraisals.

Mustang Library will have a grand opening this Saturday. Todd and Ric will attend.

Judy explained the handout "Choosing a Dynamic Future" from PLDC and ODL which has guidelines for Public Library Service.

Ernestine reported that she has contacted the Memorial Museum about an exhibit or brochures for libraries to distribute. They will be sending new brochures to her soon.

Luther was discussed. Donna wants to include an informational document in the commission packet possibly for the director's report which will address the activities of MLS in regard to the Luther library. Todd will draft an informational report.

Calendars were discussed. Project Management Classes will begin next week at the normal adteam time and run from 9:15 a.m. to 11:15 a.m. This schedule will continue through November 6th with no classes on October 23rd. Adteam will meet at 8:30 a.m. for about 30 minutes on September 25th and October 9th. Action items will be discussed on the 25th. Administration will use the **system setting** when printing out the calendars for everyone.

Individual Reports

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

Informational items and follow-up list:

- Outreach - Dana handed out the new brochures for the system wide writing contest for 3rd and 4th graders. Jeanne Devlin did an outstanding job on the colorful brochure. These have been sent to the schools. Deadline for entry is September 30, 2002.
- Planning - Helen Chacon will be presenting Focus 2002 at the MLC meeting this month.
- Automation – The final budget has been posted to the intranet and can be accessed by account code.
- Materials Services - Karen reported that between April and June 2002, approximately 3500 items have been added to the downtown inventory from gifts and withdrawn items. ML

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
September 25, 2002

Present:

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

Absent:

Current Items

Ad Team met briefly before the Project Management Training. Marian LeCrone discussed the Service Recognition dinner plans and ad team members volunteered for introduction of the 52 honorees. (Judy, Jimmy, Donna, Dana, Kay, Todd, and Scott) Ric will provide Marian with a list of the honorees employment history.

Donna discussed the Hall of Fame Awards banquet. Due to the cost of tickets, the library will only be able to pay for Scott Carter, Penny McCaleb, Dana Morrow, Donna Morris, and Lee Brawner to attend.

Nancy Anthony will be nominated for the Women's Hall of Fame. Admin will provide background paperwork. Ernestine Clark will help write up the nomination.

Ernestine e-mailed a draft sponsorship policy to ad team members. This will be discussed at the November 13th regular ad team meeting. Please give Ernestine any input and she will update the draft copy before then.

Calendars were discussed. All adteam members except Ric Rea(AVL) will be attending the luncheon at 11:45 am at the Ralph Ellison Literary Landmark. The program on October 2nd begins at 1:00 pm. On October 25th the Morris McCorvey "One Man Show" will be presented.

If you have not contributed your \$10. to Anne Hsieh for the ad team fund, now is a good time to do so.

The Action items were discussed and updated.

A special ad team meeting will be held on October 8th from 9:00 am to 10:30 am to discuss the marketing plan presentation at Staff Development Day.

Scott advised that PR has ordered 11 different colors of paper for the libraries. There will be a supply kept in PR for the other workgroups. If libraries need more, they need to request it from PR. If they need additional colors and types not stocked by PR, they need to purchase that out of their own budgets.