

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
November 13, 2002

Present:

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

Absent:

Dana Morrow

CURRENT ITEMS

Kay introduced Helen Chacon who gave a brief summary of the True North program for new employee orientation. This partnership between Planning and Human Resources will provide new employees a structured overview on their first day of work. Training will be held every other Monday on payroll weeks. All new full-time employees will be scheduled for this orientation. New employee packets will be covered during this time. A condensed version will be developed for part-time and half-time employees. This will be presented to the X-Change group on Monday with implementation planned for December 9, 2002.

Anne Hsieh announced the new electronic paycheck stub program that she and Jim Welch have been working on. This would be available to employees using electronic direct deposit. Printed stubs would no longer be mailed. Two years of payroll information will be available through mlsHRpay with current payday information available the day before payday. Ad team approved this to go into effect as soon as it is ready. Anne will send an e-mail to all correspondences.

Ric Rea asked for items to be included on the agenda for the MLC A & P Committee meeting on December 4th. He provided copies of Policy & Procedures with recommended updates and changes. Section X Open Records Act Procedures needs updating to match the law and the records custodians section needs to be reviewed and updated. Each branch manager should be provided a copy of the Open Meeting Records Act. Section VIII Item H-2 Grievance Procedure will be updated according to discussed changes. Item E- Leave Policies will be updated. Donna will meet with Darlene Browers before the A & P meeting to discuss these

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changes with her. Scott Carter will write up guidelines for time off for voting.

Ernestine Clark provided a draft of Sponsorship Policies and Guidelines that she and Scott have been working on. The Policy and Procedure committee will look at this. (P & P Committee is Scott, Kay, Judy, and Donna)

Kay reminded everyone of the X-Change meeting on Monday at BI. Donna will talk for a few minutes then Ric and Helen will discuss the True North program. Kay invited ad team members to use this forum to share any information that needs to get out to all supervisors. She plans to have the first half as a sharing of information and questions and the second half more of a one on one or smaller group interaction.

A meeting is being scheduled by the Staff Recognition committee for evaluation of the recognition dinner. Kay will attend. Comments and suggestions were shared and will be taken to the meeting. The Outstanding Service Award will be evaluated this year.

Ric asked about eliminating Win6530 due to the duplication with the employee locator which is maintained on the intranet. The Win6530 system is being eliminated soon anyway.

Due to the time, it was agreed to conclude this meeting and reschedule the next ad team meeting for next Wednesday, the 20th. There will not be an ad team meeting Thanksgiving week. ML

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November 20, 2002

PRESENT:

Judy Walden, Chair	Ernestine Clark	Karen Marriott
Jim Welch	Denyveta Davis	Anne Hsieh
Donna Morris	Dana Morrow	Todd Olberding
Scott Carter	Anne Fischer	
	Don Updegrove	

ABSENT:

Kay Bauman
Ric Rea

CURRENT ITEMS

Judy Walden opened the meeting. Scott Carter presented his memo on "Armageddon and the state budget". Scott stated it's a good/bad news situation. Good news – the property tax reform issue will hopefully be a non-issue this year. Bad news – the state is broke. A predicted shortfall of $\frac{3}{4}$ of a billion dollars. This will hurt ODL's budget, now and future. This means no state aid. Statewide databases are in jeopardy, as well as other ODL resources.

Donna stated that the PDLC will be meeting December 10, 2002, and that this is an issue that is on the table for discussion. This will have a direct impact on our customers and we need to develop a contingency plan now. If the economy worsens there will be more demand of library services from the public.

Judy presented the Ad Team with a revised *Ad Team Meeting Protocol* and the *Ad Team Calendar for 2003*.

REPORTS

Branch Services – The City's project of the renovation of NE 23rd street is underway from the I-35 to Broadway. It is scheduled for new water lines, curbs, gutters, lighting, and a lot more. The Ralph Ellison Library will be part of the latter phase and they will get sidewalks.

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Outreach – LaVetta Dent is at the *Family Place* training and will be attending training on *Public Library Early Emergent Literacy* also. Dana requested that she be allowed to follow through on the *Family Place Brochure* created by MLS being given to *Family Place* people to be used as a template for the all programs throughout the United States. It was discussed at the Oct 23rd Ad Team meeting. The senior focus is complete. The results are extremely informative. The *Silk Road* program has been a tremendous success, over 1400 participants last week alone.

Finance – The electronic payroll stubs will be in use on Wednesday, November 27, 2002.

DVS – The Endowment Trust has a new Trustee, Robert Brady. Donna attended the Endowment Trust meeting and thanked them for the author dinner.

Commission – A few Commission members have been taken on a tour of the DL&LC construction site. Tours will be set up for Commission members on a weather and site permitting basis. Ad Team members will be scheduled for a tour of the site as requested. A tentative tour time, December 5 at 2:30 p.m., will need to be confirmed individually with Todd.

No news on the status of the outside panels' issue. Need to resolve possible furniture storage issue because of delay of library opening as a direct effect of the panels' issue. If an insurance claim is generated because of the panels' issue furniture storage costs should definitely be at least one of the items listed.

Admin is working on the inclement weather memo. A draft will be sent to each Ad Team member, please review your call chain. Send all corrections, additions, and deletions to admin.

Maintenance – Choctaw construction is progressing. Concrete footings have been poured.

Construction – The assessment of facilities is moving forward. BI roof will need to be considered for repair.

Public Relations – Donna, Ernestine, Lee, Denyveta, and Scott are attending the OK Hall of Fame induction dinner on November 21, 2002. The Harry Potter preview was a success. PR did a survey at the preview and Mike in PLA in crunching the numbers.

New TV spots are on cable now and working on having the Hispanic spot run.

KTOK radio interviewed Scott about CIPA.

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Having the *Recruitment Brochures* printed at the same time as the *Save the Day Cards* will save money in printing costs.

The *Daily Oklahoman* printed a very nice story about the *MetroMag*.

Public Services – Public Services Council needs to meet.

Materials Services – Janet and Susan are at the *Family Place* training. Janet also attended this year's *First Amendment Congress* and said it was the best one yet. At the event this year was a debate on *Patriot Act's* effect on public libraries.

The week after Thanksgiving the materials services annual visit will continue with Choctaw. There is also a storage issue with the materials being collected for Choctaw.

The stacks project is now just waiting for permission to get rid of the documents.

Action items were reviewed.

Meeting adjourned.