

Metropolitan Library System
Oklahoma County Oklahoma
Ad Team Minutes
December 11, 2002

Present:

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

Absent:

Dana Morrow	Ernestine Clark
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CURRENT ITEMS

Heidi Port explained the handout Staff Volunteers Proposal of Involvement for 2003. On Lee National Denim Day employees who donate \$5.00 to fight breast cancer will be able to wear jeans to work. A total of 111 employees have volunteered this year. A new volunteer T-shirt designed by an employee will be available next year.

Anne Hsieh presented the budget schedule with only minor changes in the time line. The first activity is the entering of budget requests by Program Managers. This is scheduled to begin on 1/1 and to be completed on 2/28. She discussed travel guidelines and related expenses. Denyveta will send travel information to the managers. Anne explained guidelines for partial day meal and incidental expenses rates and travel days. New rates for cities traveled to be available by calling the business office.

Calendars and Action Items were discussed. The Tech Group meeting will include a prototype for booking meeting rooms. All interested parties are invited to attend.

Action Items:

Anne Hsieh asked that all bills needing immediate payment be issued by Friday. The next two weeks payments will be combined due to the Christmas break. Judy Walden will be available for signatures if needed. Supply orders will need to be turned in early also.

Todd scheduled a DNL&LC tour for adteam members Wednesday at 9:30 a.m. Please let him know if you want to go so he can have enough hard hats available. Judy, Karen, Anne, Denyveta, Kay, and Scott will meet at the circulation desk.

Several adteam members will be attending a seminar on the Patriot Act later this morning. A report will be presented at the next adteam meeting. It was suggested that a policy would need to be developed to provide guidance regarding the implementation of this act as relates to library operations. A committee will be created to study this issue.

The new Books by Mail brochures are ready and new bags will be ordered soon.

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