



Administrative Team Minutes

January 11, 2012

Present:

Kim Terry, Chair
Kay Bauman
Denyveta Davis
Lloyd Lovely

Donna Morris
Karen Marriott
Jim Welch
Anne Fischer

Diane Sarantakos
Candace McDaniel
Todd Olberding

Excused:

Dana Morrow

Patrick Williams

NEW ITEMS

1. FY 2012-2013 BUDGET TIMETABLE – LLOYD LOVELY

Lloyd handed out copies of the 2012-2013 Budget Timetable.

CALENDAR REVIEW

JANUARY AND FEBRUARY 2012

REPORTS

MARKETING AND COMMUNICATIONS – Kim reported the Annual Report is included in the *INFO Magazine* this month.

MATERIALS & OUTREACH – Karen reported she will begin sending out Play-Aways to library branches in the next couple of weeks.

LIBRARY OPERATIONS & PLANNING – Kay is reviewing the Manager's recommendations for staffing for Sunday hours.

LIBRARY OPERATIONS – Denyveta reported dollars were included in the budget this fiscal year for some Librarians to attend the PLA Conference. So far only one application has been received from a librarian to attend.

Denyveta shared customer kudos from Ralph Ellison Library.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she is currently working on revisions to the Safety Manual.

The Leadership OKC Group will be meeting here at the Downtown Library tomorrow.

CONSTRUCTION MANAGEMENT –Todd reported signage for the Northwest Library will be awarded at the commission meeting next week.

ADMINISTRATION/COMMISSION – Donna asked if anyone has any information they would like for her to include in the Director's Report, send it to her this afternoon.

Todd will be presenting a Capitol Projects slideshow at the commission meeting.

Finance & Support – Lloyd has been working on audit and budget schedule for the upcoming fiscal year.

Retirement meetings are scheduled for January 25 and January 26th at various times and locations. Mark Thompson and Ken Culver will be facilitating the meetings and answering questions for employees.

INFORMATION TECHNOLOGY – Materials Selections will begin training for the new Ipad Apps next week.

The wiring bid for the Northwest Library will be awarded at next week's commission meeting.

DEVELOPMENT & VOLUNTEER SERVICES – The Annual Funds Campaign for the Endowment Trust is coming to a close.

As of today, there have been 220 seats sold for Literary Voices.

Book sale sign-ups for volunteers will begin next week.

Steve Bolton, Friends President will be attending and presenting at ALA Mid-Winter.

Diane presented a mock-up of the selected art work for the Southern Oaks Library. The piece is entitled "Cover to Cover" and the artist is Joe Slack, from Oklahoma City.

Meeting adjourned @ 10:10 a.m.