



Administrative Team Minutes

January 25, 2012

Present:

Kim Terry, Chair
Patrick Williams
Denyveta Davis
Dana Morrow

Donna Morris
Karen Marriott
Jim Welch
Anne Fischer

Diane Sarantakos
Candace McDaniel
Todd Olberding
Kay Bauman

Excused:

Lloyd Lovely

REPORTS

CONSTRUCTION MANAGEMENT – Todd provided updated on Northwest and Southern Oaks. The estimated move-in for Southern Oaks will take place after Summer Reading.

MATERIALS & OUTREACH – Karen reported her office is finishing up on iWeed training. The Play-Aways will be available at Capitol Hill, Del City, Downtown, Village and Warr Acres this week. It will also be available at Northwest, once that location is open.

OURTEACH – Dana reported Winter ReadFest will be beginning in February.

MARKETING AND COMMUNICATIONS – Kim reported she has been notified Marketing won 2 out of 3 addies for marketing materials created by Rick George.

LIBRARY OPERATIONS & PLANNING – Kay reported Tech Support met yesterday. An email has been sent out to recruit Managers and Circulation Clerks for the rotating positions for Tech Support.

Kay attended the iWeed training yesterday.

The Policies and Procedures committee will be meeting this afternoon.

The Annual Statistical Report was presented to the Commission last week.

Information Technology, Kellie Delaney and Sharon Bish have been working to get the tax forms on the website.

Kay will be scheduling an XChange meeting in February. One of the topics will be to discuss the next Strategic Plan.

Kay provided information on the sessions she attended at ALA Mid-Winter.

LIBRARY OPERATIONS –Denvyetta attended the recent FOLIO Board Meeting.

Plans are underway for the 2nd annual National Joint Conference for Librarians of Color in Kansas City.

Denyveta attended ALA Mid-Winter and provided information on some of the forums and sessions she attended.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace is currently working on the annual safety manual updates.

Information Technology – Anne reported the techs are currently working on the replacement cycle of public computers.

IT has been providing support at the iWeed training sessions.

DEVELOPMENT & VOLUNTEER SERVICES – Diane reported her office is preparing for the upcoming Friends Booksale.

The Ralph Ellison Public Art dedication will be February 9 at 3 p.m.

So far to date, 248 seats have been sold for Literary Voices.

Annual funds continue to come in.

FACILITIES MAINTENANCE – Patrick reported ten Maintenance employees received their Geo-Thermal certification last week in preparation for the opening of the Northwest Library.

Meeting adjourned @ 11:07 a.m.