



Administrative Team Minutes

February 8, 2012

Present:

Candace McDaniel, Chair
Patrick Williams
Denyveta Davis
Dana Morrow
Lloyd Lovely

Donna Morris
Karen Marriott
Jim Welch
Anne Fischer

Diane Sarantakos
Kim Terry
Todd Olberding
Kay Bauman

Excused:

CALENDAR REVIEW

February 9 – Ralph Ellison Public Art Dedication

March 13 - 17 – PLA Conference

REPORTS

DEVELOPMENT – Diane reported the Endowment Trust Annual Funds campaign has raised almost \$19,000.

There have been 269 seats sold for Literary Voices to date, totaling \$115,000.

Donna, Karen, Diane, and Steve Bolton (Friends President), will be traveling to Kansas City in April to see how they do their online book donations.

MARKETING AND COMMUNICATIONS – Kim reported Marketing will be adding project templates onto the intranet for staff to access.

Kim will be meeting with Jason from IPGI to receive quotes on winter apparel with the MLS logo for staff to have the opportunity to purchase.

MATERIALS & OURTEACH – Karen and Janet Brooks are currently revising guidelines for weeding materials.

OUTREACH – Dana shared several upcoming library event flyers. Outreach is working on getting a robotics program started.

LIBRARY OPERATIONS & PLANNING – Kay reported extended library hours will begin on May 7. All full service libraries will be open on Sundays and all extension libraries will be open on Saturdays.

Kay will be working on scheduling times to replace carpeting at Warr Acres and Del City.

X-Change will be meeting February 20th from 2-4 at Capitol Hill Library. The Strategic Plan will be the main discussion at X-Change.

Kay will be speaking at an upcoming OLA workshop regarding Social Networking and policies.

The Policy and Procedure committee will be meeting this afternoon.

LIBRARY OPERATIONS – Denyveta reported Library Managers will begin attending future Ad Team meetings.

The tri-system retreat is scheduled for April 6th in Tulsa.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she has completed updates for the safety manual. She will be sending those updates out soon.

CONSTRUCTION MANAGEMENT – Todd and Donna will be meeting with Edmond's City Manager next week to discuss future needs for Edmond.

May 22 is a possible date for the Northwest Library Grand Opening.

ADMINISTRATION/COMMISSION – Donna reported she will be at the State Capitol tomorrow.

The final details for the Southern Oaks bid package are currently being worked on.

FINANCE & SUPPORT – Lloyd reported the budget schedule will go out next week. Budget entries will be due by April 13.

INFORMATION TECHNOLOGY – Anne reported the computer techs are setting up and getting new computers out. A second batch of new computers will be ordered soon.

IT is currently working with Chickasaw on digital signage for Northwest.

FACILITIES MAINTENANCE – Maintenance is preparing for upcoming extended hours. Additional routes will be added on Saturdays.

Maintenance is also preparing for the upcoming Friends booksale.

Meeting adjourned @ 10:10 a.m.