



# Administrative Team Minutes

February 22, 2012

## **Present:**

Candace McDaniel, Chair  
Patrick Williams  
Denyveta Davis  
Dana Morrow

Donna Morris  
Karen Marriott  
Jim Welch  
Anne Fischer

Diane Sarantakos  
Lloyd Lovely  
Todd Olberding  
Kay Bauman

## **Excused:**

Kim Terry

## **Guest:**

Julie Ballou

## **REPORTS**

**OUTREACH** – Dana reported on a roundtable discussion she attended regarding Dyslexia.

Dana emailed a video link and encouraged Ad Team to watch “Sitting in with Clara Luper” a performance presented by Rythmically Speaking theater company. The performance is taking place at 11 library locations across the system, in recognition of Black History Month.

**MATERIALS & OUTREACH** – Karen is currently working on the budget for next year. She is also working on the vendor evaluations.

**LIBRARY OPERATIONS & PLANNING** – Kay is currently working on Policies. The Policy and Procedure group will be meeting this afternoon.

X-Change met on Monday and discussed goals for the upcoming Strategic Plan.

**LIBRARY OPERATIONS** – Denyveta welcomed Julie Ballou to the Ad Team meeting. Julie is the first of several managers who will be rotating and attending future Ad Team meetings.

The Managers’ meeting is this afternoon. They will be discussing renewing materials and noise levels from cell phones in the libraries. Next month the Managers will be meeting at Nicoma Park.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace is currently finishing up MSDS sheets. Devon and Continental Resources will be holding meetings at the Downtown Library next week.

**CONSTRUCTION MANAGEMENT** – Todd reported the current target to begin move-in for the Northwest Library is mid-March, but could change.

Progress is being made at Southern Oaks. The anticipated move-in is July 2012 with opening in September.

**ADMINISTRATION/COMMISSION** – The Long-Range Planning Committee will be meeting on Monday, February 27. They will be reviewing updates on Capital Projects.

Donna will be speaking to the Staff Association tomorrow evening.

Donna and Todd met with the City Manager of Edmond regarding the possibility of a store front express location in Edmond.

Donna received a call from David Greenwell to discuss the possibility to continue service at the temporary Southern Oaks location, once the renovated Southern Oaks library re-opens. Donna, Jim, and Kay will be meeting with David Greenwell in the next few weeks.

**FINANCE & SUPPORT** – Lloyd reported the budget memo went out today. April 13 is the deadline for budget entries.

**INFORMATION TECHNOLOGY** – IT is working on the wireless filter on the server. They have replaced the complete inside of the server and will look into upgrading the filters.

IT is planning to award the sorter for Southern Oaks at the March Commission meeting.

IT is continuing to replace computers as new ones come in.

**DEVELOPMENT** – Diane reported she has received great feedback from the Ralph Ellison public art dedication.

Warr Acres landscaping is underway.

Almost 300 seats have been sold for Literary Voices, totaling \$124,815. Book club invites followed by general public invites will be mailed out at the end of the month.

Booksale is this week. There are 90 staff volunteers signed up for the booksale.

The new volunteer software will go live March 1.

The Midwest City Hospital Authority awarded a \$25,000 grant for a Sensory Education Garden at Midwest City Library.

**FACILITIES MAINTENANCE** – Maintenance has been working on the Friends booksale move-in. Patrick is also working on the upcoming budget.

**HUMAN RESOURCES** – Lori reported she will be setting up individual meetings with the Directors next week.

Meeting adjourned @ 10:30 a.m.