



Administrative Team Minutes

March 7, 2012

Present:

Lloyd Lovely, Chair
Candace McDaniel
Kay Bauman
Todd Olberding

Anne Fischer
Diane Sarantakos
Denyveta Davis

Lori Hedin
Jim Welch
Donna Morris

Excused:

Dana Morrow
Karen Marriott

Kim Terry

Patrick Williams

Guest:

Angela Thornton

NEW ITEMS

Welcome – Angela Thornton (Downtown Library Manager).

Angela provided information on current events happening at the Downtown Library.

CALENDAR REVIEW

March & April 2012

REPORTS

OUTREACH – Dana reported on positive feedback Anita has received regarding Winter ReadFest. Final numbers are not available yet, but will be reported at the next Ad Team meeting.

There were almost 1000 participants for Black History Month, which was a great turnout.

LIBRARY OPERATION & PLANNING – Kay recently visited with staff at Southern Oaks regarding the differences in library usage at Almonte versus the Walker location. She received great feedback to be used moving forward. Stats show there are a large amount of new library card users at Almonte. Jim Welch provided a map of Southern Oaks new customers since opening the Almonte temporary site. Within a ¼ mile radius, there have been 426 new customer library cards issued. Within a 1 mile radius, there have been 2677 new library cards issued.

Kay is continuing work on the new Strategic Plan.

LIBRARY OPERATIONS – Denyveta has been working with the staff at Del City a couple of days a week. She is currently reviewing applications for the Library Manager position.

The 6th annual tri-system manager's retreat will be in Tulsa on April 5.

The Managers Meeting will be at Nicoma Park this afternoon.

Denyvetta shared various Thank You notes from library customers.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported meeting room usage has been busy the past couple of weeks.

CONSTRUCTION MANAGEMENT – Todd reported on the progress of the Northwest Library construction. The punch list review of the project has begun. They are in the process of purchasing miscellaneous materials for the Northwest Library. The Grand Opening is scheduled for May 22 at 3:30 p.m.

Southern Oaks construction is coming along. The bid for Furniture, Fixtures, and Equipment (FF&E) will be going out next week and expected to be awarded at the April Commission meeting.

A counter offer has been received on the land next to the Service Center.

ADMINISTRATION/COMMISSION – Kim and Donna will be meeting with the City of OKC Marketing staff tomorrow regarding the Northwest Library Grand Opening.

FINANCE & SUPPORT – Lloyd continues to work on the upcoming budget for FY 2012-13.

INFORMATION TECHNOLOGY – Anne reported computer replacements are underway. New computers are coming in daily.

Chickasaw Telecom is here today working on getting computers switched from analog to digital.

DEVELOPMENT – Diane reported the Friends Booksale raised over \$230,000.00

To date, 314 seats have been sold for Literary Voices, totaling \$129,000.00. Diane handed out invitations to the event.

Diane met with the Jones fundraising committee yesterday.

FACILITIES MAINTENANCE – Patrick reported Daniel Honiker, Jr. is the new manager for the Downtown Library location for janitorial service.

HUMAN RESOURCES – Lori has met with Ad Team members individually. She will be meeting with library and department managers next.

MARKETING AND COMMUNICATIONS – Kim will be leaving to go to PLA on Monday.

The Summer Reading print bids will be at 2:00 today.

Chris is currently working on interior directional signage for Midwest City. Edmond and Northwest signage will follow.

MATERIALS & OUTREACH – Karen is currently receiving feedback from Library Managers regarding materials budgets.

Meeting adjourned @ 10:35 a.m.