



Administrative Team Minutes

March 21, 2012

Present:

Todd Olberding	Anne Fischer	
Candace McDaniel	Diane Sarantakos	
Kay Bauman	Denyveta Davis	
Donna Morris	Lloyd Lovely CHAIR	Chris K.
Lori Hedin	Jim Welch	

Excused:

Dana Morrow	Kim Terry
Karen Marriott	Patrick Williams

New Items

Welcomed Chris Kennedy (Midwest City, Manager)

REPORTS

LIBRARY OPERATION & PLANNING – Kay announced that the Del City library will be closed April 9th for carpet. Bethany will be closed during the work week of May 14th, the week before NW opening. She also discussed her attendance to a few forums such as Emergency Success, Commando Diplomacy, etc.

Library Operations – Extension meeting April 16th in Jones. Denyveta will be in Tulsa April 5th.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace announced that there will be construction on the Downtown east door for approximately 6-10 weeks starting Monday, and then they'll move to the north door.

CONSTRUCTION MANAGEMENT – The contractor for Northwest is making progress. Children's interaction area will be installed soon at the Northwest Library, April 11th for furniture, books on April 23rd. Del City, Jones, and Capitol Hill are all in progress.

Administration / Commission – Donna reported that the city will be sending out invitations for the Northwest Grand Opening. Arts Commission approved the pieces of art for the library. Bike Share and MLS has teamed up, the Downtown library will hold a kiosk, and there will be more information to come.

FINANCE & SUPPORT – Lloyd is currently working on budget.

DEVELOPMENT – Diane announced the cutoff date for Heartwalk is April 6th and the walk will be April 21st.

HUMAN RESOURCES – Lori is currently working on budget, policies, and preparing for meetings with managers this coming week.

Meeting adjourned @ 10:20