



# Administrative Team Minutes

April 4, 2012

## **Present:**

Todd Olberding  
Candace McDaniel  
Kay Bauman  
Donna Morris  
Lori Hedin  
Jana Hausburg

Anne Fischer  
Diane Sarantakos  
Denyveta Davis **CHAIR**  
Lloyd Lovely  
Jim Welch

Linda Temple (Librarian)  
Dana Morrow  
Karen Marriott  
Kim Terry  
Patrick Williams

## **Excused:**

## **NEW ITEMS**

PLA Highlights – Linda Temple (MWC Librarian)

WELCOMED – Jana Hausburg, (CH Manager) – Who announced a job fair will be taking place Tuesday, May 1, 2012.

## **CALENDER REVIEWS**

APRIL & MAY 2012

## **REPORTS**

**Library Operations** – Denyveta discussed her experience at PLA and the conferences she attended. Overall, she had a wonderful time. Extension meeting April 16<sup>th</sup> in Jones.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace announced the headquarters Staff Recognition will be November 10<sup>th</sup> at the Cowboy's Hall of Fame.

**CONSTRUCTION MANAGEMENT** – Todd announced that furniture will be installed on April 16<sup>th</sup>; book move-in will be that following Monday, April 23<sup>rd</sup>. The Northwest location is moving right along.

**Administration / Commission** – Donna met with Mr. Couch, elevator inspections for Belle Isle are still in progress.

**FINANCE & SUPPORT** – Budget is going well. Carpet at Del City started April 9<sup>th</sup>, Warr Acres will be next. May 3<sup>rd</sup> & 4<sup>th</sup> for accounting conference.

**INFORMATION TECHNOLOGY** - ANNE IS CURRENTLY WORKING ON BUDGET AND WIRING PROJECT. THE SORTER WILL BE DELIVERED TUESDAY, AND PURCHASING FOR NORTHWEST.

**DEVELOPMENT** – Diane discussed her time at OLA, and her visit to Jones Library to sort through library suggestions. There will be a start on the Midwest City garden.

**MAC** – KIM IS CURRENTLY WORKING ON SUMMER READING, MARKETING GUIDELINES, AND THE MEDIA CONFERENCE.

**LIBRARY OPERATION & PLANNING** – Kay announced that the Del City library will be closed April 9<sup>th</sup> for carpeting. Warr Acres is closing for carpeting the week of April 16<sup>th</sup>, and Bethany will be closed during the work week of May 14<sup>th</sup>, the week before NW opening. She also discussed her attendance to a few forums such as Emergency Success, Commando Diplomacy, etc.

**Outreach** – OK Partnership for School Readiness. Dana discussed OLA, Go Green at your library, and Mad Scientist performance.

Meeting adjourned @ 10:24