



# Administrative Team Minutes

April 18, 2012

## **Present:**

Todd Olberding  
Candace McDaniel  
Kay Bauman  
Donna Morris  
Lori Hedin

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

LaVetta D. (Guest)  
Dana Morrow  
Karen Marriott  
Patrick Williams

## **Excused:**

Kim Terry

## **NEW ITEMS**

WELCOMED – LaVetta D., (Village Library Manager) – Announced that there will be a Village fair Saturday, May 12<sup>th</sup> from 9-5pm to raise money on building expansion, staged performers and others will perform.

## **REPORTS**

### **LIBRARY OPERATIONS (HEADQUARTERS) –**

**CONSTRUCTION MANAGEMENT** – Todd announced the Northwest book move-in day will be Monday, April 23<sup>rd</sup>. Southern Oaks is moving right along. Contract awards for the SO furniture will be presented at the Commission's meeting on Thursday. Todd received a drawing for revised parking at the Edmond library, which will add about 41 parking spaces, and this is still in progress. There has been concern about lighting for Edmond staff members in the city parking area, and this is also in progress.

**Administration / Commission** – Donna visited Northwest library and it's looking great. The Long Range Planning Committee will meet May 7<sup>th</sup> at 3:30pm, A&P meeting will be May 21<sup>st</sup>, and the Finance Committee will meet May 30<sup>th</sup>. Budget meetings with directors / departments are being scheduled as well. The Literacy Council of Oklahoma moved out of the Downtown Library and are now located at OIC. The library will still be a partner with the Literacy Council and they will continue to use our facilities for training and tutoring. The use of the empty space will be discussed in conjunction with other space needs throughout the building. Oklahoma City is currently investigating new parking possibilities for the Downtown area and a proposal was to be presented at Tuesday's City Council meeting. This proposal does mention the needs we have for parking at the Downtown Library.

**FINANCE & SUPPORT** – Lloyd stated Del City's carpet is finished and Warr Acres will be getting new carpet this week. The budget entry deadline has passed, the budget has been locked, and

all is proceeding according to plan, budget-wise. Bethany will be closed for installation of new air conditioning May 14<sup>th</sup> through May 20<sup>th</sup>.

**INFORMATION TECHNOLOGY** - ANNE REPORTED THAT JIM HAS PRINTED ALL THE SHELF LISTS FOR NORTHWEST LIBRARY. THE NETWORK EQUIPMENT AND SORTERS ARE PLACED, AND VIDEO CAMERAS ARE SET UP AND FOCUSED. COMPUTERS WILL BE INSTALLED NEXT WEEK.

**DEVELOPMENT** – Diane announced there were 30 dogs and 222 Heartwalk Volunteers that signed up for Saturday's event. Sensory Garden at the Midwest City Library is coming along nicely. Warr Acres landscaping is going well and Belle Isle's bike racks have arrived. The Literary Voices event was held last week and went well. Diane stated there were 347 guests, and was profitable. The Annual Friends of the Library Meeting is 7pm May 15<sup>th</sup> at the Belle Isle Library.

**FACILITIES MAINTENANCE** – PATRICK ANNOUNCED THERE IS A NEW DRIVER.

**HUMAN RESOURCES** – LORI IS CURRENTLY reviewing the recruitment/new hire process and working on ways to better assist the hiring managers through the selection process. LORI IS ALSO working on several inter-departmental processes and making a few changes in order to make things more efficient.

**Materials & Outreach** – The budget is finished, and the vendor evaluation has been completed and is in this month's Director's report. Heidi is assisting Jimmy with a test for the new sorter at the Northwest Library. Karen encourages everyone to volunteer with others at the Northwest Library.

**Outreach** – Dana discussed the International Festival. There were 1,003 visitors and 505 visitors the week before. Staff made the passport flyers that the visitors loved. The crafts appealed to all ages and many people participated in the whole event. There was good coverage of the festival in the newspaper. Lynda is currently recruiting high-school volunteers for the "Come Read to Me" summer program.

**LIBRARY OPERATION & PLANNING** – Kay discussed the Strategic Plan. The draft is completed, and she's currently working on finalizing it. Over the past 4 weeks, ideas were posted on the online forums. The current draft is mostly taken from those ideas. About 19 employees participated online. Kay asked for Strategic Learning draft ideas and feedback from the Ad Team, during the meeting.

**Library Operations** – Annual meeting at extensions, managers meeting is today at Ralph Ellison Library.

Meeting adjourned @ 10:30