



# Administrative Team Minutes

May 16, 2012

## **Present:**

Anne Fischer  
Diane Sarantakos  
Denyveta Davis  
Lloyd Lovely **CHAIR**  
Karen Marriott

Kay Bauman  
Lori Hedin  
Kim Terry  
Emily Williams - Guest  
Todd Olberding

Candace McDaniel  
Donna Morris  
Dana Morrow

## **Excused:**

Patrick Williams  
Jim Welch

## **NEW ITEMS**

**WELCOMED** – Emily Williams discussed Summer Reading, and the changes from past years.

## **REPORTS**

**CONSTRUCTION MANAGEMENT** – Todd stated that we are a week away from the Northwest Grand Opening. The Southern Oaks library will be completed in June and the furniture installation mid July. Negotiation about new parking for the Edmond library is still underway.

**Administration / Commission** – Discussed parking on opening day at NW, and the plans to have the event outside. Finance meeting will be May 30th Downtown. Commission meeting will be held at the Village library and the department will be working on the Commission reappointment letters.

**FINANCE & SUPPORT** – Lloyd stated that today was the last budget meeting and things are looking great.

**INFORMATION TECHNOLOGY** - Anne is currently spending time finishing last minute details for Northwest and Southern Oaks.

**DEVELOPMENT** – Diane discussed the Annual Friends of the Library meeting that was held at the Belle Isle Library. The Staff Volunteer Food Drive will end Friday, May 18th. The Midwest City leak, due to the Sensory Garden is being taken care of accordingly.

**FACILITIES MAINTENANCE** –Lloyd announced, in Patrick's place, Northwest is going well and they're finishing up sorting for the location. All of the Summer Reading material is sent out to all locations. Bethany is right on schedule to be open for next week.

**HUMAN RESOURCES** – Lori recently visited Del City to meet with the new manager Devin McGee.

**MaC** – Kim stated that there will be giveaways at Northwest for library customers. The City sent out invitations for the Northwest Grand Opening last week, and the library invites went out May 15<sup>th</sup>. Kim also announced that beginning June 1<sup>st</sup> they will only be accepting electronic project requests. If there are any special orders, contact Kim directly.

**Materials & Outreach** – Karen stated that most of the materials are out of boxes and on shelves. She had been at the location a few times and things are looking great.

**Outreach** – Dana passed out materials for upcoming events such as the ‘Neighborhood Arts Performance Schedule’, Own the Night, etc.

**LIBRARY OPERATION & PLANNING** –The Strategic Planning video is on the Intranet. Kay has volunteered a couple times at the Northwest library and stated that things are looking great. The Employee Development Assistant position has been filled. The candidate, Andrew, will start work in about 2 weeks.

**Library Operations** – Denyveta discussed her time working at the Northwest library, and her meeting with Devin McGee, new Del City manager.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace announced that the labor inspection went well.

Meeting adjourned @ 10:25