



Administrative Team Minutes

May 30, 2012

Present:

Lloyd Lovely -**Chair**

Diane Sarantakos

Denyveta Davis

Todd Olberding

Devin McGee - **Guest**

Kay Bauman

Donna Morris

Kim Terry

Karen Marriott

Candace McDaniel

Patrick Williams

Jim Welch

Dana Morrow

Excused:

Anne Fischer

Lori Hedin

NEW ITEMS

- Devin McGee; The Ad Team Staff introduced themselves individual to Ms. McGee and welcomed her to the Metropolitan Library City as the new Del City manager.
- Lloyd discussed the budget and Finance Committee Meeting.

REPORTS

Administration / Commission – Donna is currently working on Commission reappointments. There are four Commissioners up for reappointment. Donna announced that Patrick is traveling to the libraries to make sure there isn't flood damage other than the Capitol Hill location. The Northwest Opening was a huge success and everyone did an amazing job. There has been positive feedback from customers through all sources of media. Furniture delivery for Southern Oaks will be moved in on July 23rd.

FINANCE & SUPPORT – Lloyd announced all the budget meetings are finished, the Commission meeting passed, dedicated the Spokies bike system in front of the Downtown library, and the Northwest Grand Opening was a success.

INFORMATION TECHNOLOGY – ANNE WAS UNABLE TO ATTEND THE MEETING DUE TO NO NETWORK ACCESS AT THE SERVICE CENTER. JIM ANNOUNCED THAT ANNE IS GETTING THIS ISSUE RESOLVED. ANNE IS ALSO WORKING ON YEAR END BUDGET. JIM STATED THAT THE NORTHWEST NUMBERS ARE LOOKING GREAT.

DEVELOPMENT – Diane has been working with the Endowment Trust Taskforce and will meet with Sarah Hogan concerning how to grow the trust and other ideas. The Midwest City garden is still in progress and they will proceed after the new ceiling is placed. Friends have agreed to meet to discuss volunteering. Diane also discussed the Northwest Grand Opening day. Diane is currently getting the photo shoots set up for Coach Stoops and Mike Gundy. Starting Friday

Diane will be attending the Association of Professionals Conference through the next week then she'll be doing the photo shoots. So she'll be out of the office.

FACILITIES MAINTENANCE – OUT OF THE OFFICE

HUMAN RESOURCES – OUT OF THE OFFICE

MaC – Kim is working on running ads for Summer Reading on Channels 4 & 5, Cox cable, and Uverse. All of the prints for Summer Reading are finished.

Materials & Outreach – Karen stated that things are moving right along and smoothly in her department, and they're preparing for next year.

Outreach – Dana announced that the Parks has a new person named Chris Hamilton with Smart Start who has a plan to take the children from the Parks to the libraries.

LIBRARY OPERATION & PLANNING – Kay announced that Dana's replacement as the Employee Development Assistant, Andrew Soliven, started work, and she will be on vacation starting June 7th through the following week.

Library Operations – Denyvetta attended an unconference and decided to use the same format of that meeting for the managers meeting, and it went well. The managers discussed what was on their mind, and it was not the usual format. Devin stated how she thought the new format went well. The managers decided to have a training session with the Security Manager Lynda Hyams on incident reporting. It will be on the same day as the managers meeting at Northwest on June 13th.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace announced that there will be new customers using the Downtown space on a regular basis. The Oklahoma County Veterans Diversion Program will meet every Friday morning on the 4th Floor. The program consists of Veterans who are returning from deployment who are in need of legal advice. Devon Toastmasters Group will also be using space on the 4th floor. Candace has been busy with United Way; she also announced that the Staff Recognition will be November 10th at the Cowboy Hall of Fame.

Meeting adjourned @ 10:25