



Administrative Team Minutes

June 13, 2012

Present:

Anne Fischer -**Chair**
Diane Sarantakos
Lloyd Lovely
Todd Olberding

Lori Hedin
Donna Morris
Kim Terry
Karen Marriott

Candace McDaniel
Patrick Williams
Dana Morrow

Excused:

Denyveta Davis
Kay Bauman

Jim Welch

CALENDAR REVIEW

June & July

REPORTS

FINANCE & SUPPORT – Lloyd announced that the Experience Modifier has dropped from 1.23 to .97 and he's currently working on year end budgets.

INFORMATION TECHNOLOGY – Anne stated that there are bids opening for wiring, and Bids for a projector. She is also working on year end budgets.

DEVELOPMENT – Diane stated that she will be attending the ALA meeting, and the Read Y'all posters with Mike Gundy and Coach Stoops are completed.

FACILITIES MAINTENANCE – Patrick announced that Southern Oaks and Northwest are moving along, and a bigger unit is being built in the Village Library.

HUMAN RESOURCES – Lori is currently working on assessments, and looking through new applicants, they are also focusing more on benefits.

MaC – Kim is currently working on videos for the library, focusing towards promotion. Chris is currently working on a video for benefits. The Thunder banner has been received for the Downtown location.

Materials & Outreach – Karen is working on year end budgets, and she will be attending ALA.

Outreach – There were 2,227 signups for early childhood, and 1,829 teens signed up for Summer Reading. Dana also stated that 'Neighborhood Arts' is running smoothly.

LIBRARY OPERATION & PLANNING – Out of the Office

Library Operations – Out of the Office

LIBRARY OPERATIONS (HEADQUARTERS) – Candace announced that the Downtown library is receiving more clients from Devon Energy for the rooms on the fourth floor. Candace also announced that she is working on the safety manual for Northwest.

Construction Management – Todd stated that the design for the Jones library is in process at this point.

Administration / Commission – The Director's office is completing reappointments for Commissioners. Allen Coffey has agreed to join the committee and will be replacing Brenda.

Meeting adjourned @ 10:05