



Administrative Team Minutes

July 11, 2012

Present:

Karen Marriott -**Chair**
Randy Wayland -Guest
Donna Morris
Diane Sarantakos
Lloyd Lovely

Candace McDaniel
Patrick Williams
Dana Morrow
Todd Olberding
Karen Marriott

Kim Terry
Jim Welch
Kay Bauman
Denyvetta Davis
Lori Piccolo

Absent:

NEW ITEMS

Welcomed Randy Wayland, Southern Oaks Manager

CALENDAR REVIEWS

July & August – No Changes

REPORTS

Development – Diane announced that the Friends of the Library are considering receiving help with the board recruitment, and the Endowment Trust is submitting for their committees at this time. Author David McCullough has been selected for Literacy Voices this year.

Facilities Maintenance – Patrick is in the process of resolving a few issues at the Northwest library and Southern Oaks is coming along smoothly. He also announced that on Friday, August 3rd the Bethany library will be closed to replace the electric meter and transformer inside the library. Nicoma Park's air conditioning system will be replaced.

Human Resources – Lori is continuing to review internal processes.

MaC – Kim is currently working on a new project managing system.

Materials & Outreach – Karen is finishing the budget for the department, and preparing for next year.

Outreach – Dana stated that the Outreach department along with Smart Start of Central Oklahoma (SSCO) will be recognized at the Oklahoma City Public School's board meeting on Monday, July 16th. For many years Lisa Wood has been sharing library programs (portable 1-2-3 Play with Me, Toddler Aerobics, & Mother Goose on the Loose) with schools. Now the program has been added to 54 of the 55 elementary schools during the past two semesters. The 'Come Read with Me' program currently has 1,969 kids signed up. The Summer Reading sign-up numbers are currently 4,208 for Early Childhood, 13,264 for Children, and 3,403 for teens.

Library Operation & Planning – Kay announced that her department is adding content to the intranet and will be presenting the initiative soon to 'My Metro Library'. She explained the importance of logging into the intranet, to be more interactive with fellow employees and the system overall. The Strategic Plan was approved and Kay asked for everyone's input in relation to the Strategic Plan.

Library Operations – Denyvetta stated the changes that will be made to the 2013 ALA convention, and also announced two kudos that were mailed in from library customers about outstanding customer service.

Library Operations (Headquarters) – Candace is currently seeking caterers for the 2012 Staff Recognition event. She also announced that there is continuous interest in the use of the Downtown 4th floor area.

Construction Management – Todd is in the process of selecting an architect for the Jones library. The Northwest library is running smoothly, and things are looking great with the new location.

Administration / Commission – Donna is currently working on four Commissioner Appointments. The Downtown outdoor sign will be removed for redesign and placement.

Finance & Support – Lloyd is working on budgets, and the new calendar year.

Information Technology –

Meeting adjourned @ 10:40 am