



Administrative Team Minutes

July 25, 2012

Present:

Karen Marriott -**Chair**
Donna Morris
Lloyd Lovely
Diane Sarantakos
Lori Piccolo

Candace McDaniel
Patrick Williams
Todd Olberding
Karen Marriott

Kim Terry
Jim Welch
Kay Bauman
Denyveta Davis

Absent:

Devin McGee -Guest
Katrina Prince - Guest

Dana Morrow

NEW ITEMS

Karen announced a brief meeting would be held for those involved with Southern Oaks Library after the Ad Team Mtg.

REPORTS

Facilities Maintenance – Patrick is resolving a few issues at the Northwest library. Southern Oaks is coming along smoothly and the Service Center procedures are now complete. Patrick announced the Bethany library will close to replace the electric meter and transformer. The date has changed to Friday, August 10, 2012.

Human Resources - Lori will continue to review internal processes and procedures for new hire orientation.

MaC – Kim announced that Chris visited Edmond, Midwest City, and the Village Library to arrange reserve signs and put up color coordinating maps of book placement.

Materials & Outreach – Karen is currently working on the ODL report and ILS systems.

Library Operation & Planning – Kay presented a bi-weekly installment of the 'My Metro Library Minute'. Three great features have been added to 'My Metro Library':

1. Administrative Toolbar
2. Dashboard
3. Crafting Closet

Now, when users log into 'My Metro Library' they will see an administrative toolbar at the top of the site. From there, they can view their account, add new content, view their dashboard, and shopping cart. They also can log out by clicking Log Out in the top right corner. The

administrative toolbar offers some great features and can be updated anytime to add new links or shortcuts for staff.

A customizable dashboard page has been added so users of My Metro Library can view blocks of content quickly on one page. This is very similar to an iGoogle page where widgets can be added your dashboard page. These widgets include: New content added, new comments, active forum topics, new staff members, staff birthdays, and staff anniversaries. Staff can customize this dashboard to fit the content they want!

Another great feature is the crafting closet. What's the crafting closet? It's a way to save money and time. If a location has a surplus of supplies and decorations they are not using, what other libraries or locations can borrow or have them. We will be encouraging programmers to add in surplus supplies and decorations into the crafting closet. If a user is logged in, they can actually request that item from the location that houses the supplies/decoration then they can route or pick up them up! You can now search for items in the Crafting Closet under Resources > Crafting Closet.

All three new features came from ideas from staff. If you or your department has a great idea, please let Web Services know!

Kay also shared that Jon prepared a draft of library visits, based on door counts, that shows usage at all the libraries with their extended hours. It is really too early to get a good feel of how Sundays are being used but it looks like a steady increase. Discussion followed about possibly getting banners for the libraries newly opened on Sundays and some additional marketing once school starts back for the year.

Library Operations – Denyveta stated that there were 22 applicants for the Assistant Director of Library Operations position. The applicants have been narrowed down to four.

Library Operations (Headquarters) – Candace is assisting Kay with modifying our approach with the Service Principles. She is working on the preparation for Staff Recognition and United Way.

Construction Management – Todd is completing a few issues with Northwest. Todd will meet with Del City Library staff on August 28th to discuss the process of the upcoming election. Southern Oaks Library re-grand opening is set for September 25th.

Administration / Commission – Donna announced that three commissioner appointments were being evaluated, due to terms in need of adjustment. Administration is in negotiation whether to move forward with the opening of the Almonte location, more details to come soon.

Finance & Support – Budgets will not be finalized until September. Lloyd is currently working on projects such as the Endowment Trust audit, ODL figures, Insurance renewal. Lloyd also announced that auditors will be visiting on Monday, August 20th.

Information Technology – IT is working on tech group items, replacing PRT's and signups.

Development – Diane announced that the current President of Endowment Trust, Robert Clemons, has asked to put a task force together for the Lee B. Brawner Award.

The Endowment Trust has been reviewing the criteria to make it broader to identify an individual that may meet all the criteria. The Friends of the Library approved the 'Sustainability Model' that was presented to them by Diane, Heidi, and Siobhan at their last board meeting. The Friends of the Library has considered utilizing Heidi's expertise to recruit volunteers for book sales and possibly carry the process over to the following year. Diane also stated that the Warr Acres library should be finished up with landscaping soon.

Meeting adjourned @ 10:35