



# Administrative Team Minutes

August 08, 2012

## **Present:**

Todd Olberding -**Chair**  
Donna Morris  
Lloyd Lovely  
Diane Sarantakos  
Lori Piccolo

Candace McDaniel  
Dana Morrow  
Todd Olberding  
Karen Marriott  
Anne Fischer

Kim Terry  
Jim Welch  
Kay Bauman  
Denyveta Davis

## **Absent:**

Patrick Williams

## **CALENDAR REVIEW**

September 6<sup>th</sup> – Finance Committee Meeting

## **REPORTS**

**Human Resources** – Lori announced that Denise Courts will be out of the office for 12 weeks starting Monday, August 13th, due to surgery. Roy Ballou has accepted the position as Director of Human Resources for Feed the Children, his last day of employment is Friday, August 24, 2012. Lori is working on internal processes and restructuring of the HUM department.

**MaC** – Kim reported that she organized radio advertisement schedules for Southern Oaks Grand Opening Tuesday, September 25th. A live radio broadcast is scheduled to run on La-Z and JakeFM Saturday, Sep. 29, 2012. Giveaways such as backpacks, bracelets and other items for children will be given out at the reopening.

**Materials & Outreach** – Karen met with Playaway representatives on expanding the Playaway service to all locations. She inquired about supplying Playaways at the Almonte location. Karen is compiling collection information for Almonte to help determine shelving sizes. She is working on producing information for the ILS Taskforce for their meeting with ILS vendors.

**Outreach** – Dana announced the totals for Summer Reading. Summer Reading increased by 800 total sign-ups when compared to 2011 Summer Reading totals. The sign-ups in each category were 4,668 Early Childhood, 14,394 Children and 3,739 Teens. The overall total is 22,801. The Neighborhood Arts’ numbers decreased a little from last year, but the program went well overall. The ‘Come Read with Me’ initiative had an attendance of 3,437 this summer and there were a total of 364 books that were given out.

**Library Operation & Planning** – Kay announced the updates on ‘My Metro Library’, under the About MLS tab, you’ll see options for gaining more information about our library system. If you click on Committees, you will see a full list of all of our regularly meeting committees. You can view all of the most recent committee meeting minutes or click on a particular committee for further information. Each committee has its own particular landing page. These pages include:

- Email Committee – staff members outside of the committee can directly email the committee
- Meeting Calendar – a listing of upcoming meetings or events related to that committee
- Committee Forum – each committee has their own forum, where staff can ask questions to the committee. Committee members also have access to a special forum topic “Committee Talk” that is only for committee members only.
- Resources – all of our committees have a listing for resources or a type of resource available for that committee. For instance, Tech Support has the Suggestion Database that lists the documented ILS issues and the status of the request. CONNECT has special links to reading lists and web resources.
- The five most recently added Meeting Minutes for that committee.
- To the right, you’ll see an archive of all of the meeting minutes and a listing of all of the staff members involved in that particular committee.

Kay reported another great content feature on ‘My Metro Library’. All of the minutes have been converted from Word and PDF documents to HTML text allowing users a seamless transition of content. It means, NO LOADING time to pull up the minutes and helps enhance the search ability on the site. Each meeting minute includes: The location of where the meeting was held, a PDF version for those interested in the original copy and special tags that help interrelate the minutes with the rest of the content on the site.

Kay stated that the 2012 Focus will be conjoint with Pioneer. Jason Young, former customer service manager at Southwest Airlines will be the keynote speaker.

**Library Operations** – Denyvretta is in the process of reviewing applicants for the Assistant Director - Library Operations position.

**Library Operations (Headquarters)** – Candace announced revisions that are being made to the 2012 Staff Recognition dinner which is scheduled to take place November 10<sup>th</sup> at the Cowboy Hall of Fame. There are 81 honorees this year from 27 different departments.

**Construction Management** – Todd reported move-in and shelving has begun at Southern Oaks. Jones is willing to extend their deadline to review more proposals from architects. Todd is working out the few issues at the Northwest library.

**Administration / Commission** – Donna reported that she will meet with the new commissioner Mr. Allen Coffey today.

**Finance & Support** – Lloyd stated Auditors are expected to be at the Downtown Library for three weeks starting August 20, 2012. The budget is finalized this week and Lloyd is working on job description revisions.

**Information Technology** – IT is currently working on the wiring project for Southern Oaks. Anne announced that there is one change to ILS systems and IT worked with Cox for updating. A new option of the Library card key tag will be available for new customers and existing customers that have lost their original Library card.

**Development** – Diane revealed the completed 2012 Read Y'all poster boards of Coach Bob Stoops and Coach Mike Gundy during the meeting. Public Artist Solomon Bassoff is visiting the Northwest Library to meet with a contractor to finalize a location to get started. The unveiling event for the art will be Monday, September 17<sup>th</sup> at 6:30 pm. The Southern Oaks landscaping is said to be completed after Labor Day.

Diane announced Donna has been nominated a second year for Journal Records 'Woman of the Year' and the Endowment Trust has voted to purchase a table at the event.

**Meeting adjourned @ 10:31**