



Administrative Team Minutes

August 22, 2012

Present:

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

Candace McDaniel
Kay Bauman
Patrick Williams
Karen Marriott

Jim Welch
Anne Fischer
Devin McGhee - Guest
Katrina Prince - Guest

Absent:

Denyveta Davis
Lori Piccolo

Kim Terry
Dana Morrow

NEW ITEMS

Welcomed – Devin McGhee, Del City Manager – Gearing up for the Sales Tax Election Tuesday, Aug. 28th. Flyers received from the city are now being handed out.

Katrina Prince, Bethany Manager – Stated the Bethany library appreciates their new AC and customers are happy.

“Share Your Story” presented by Siobhan Morava and Chris Larwig:

Siobhan explained the “Share Your Story” initiative which is video clips of customer testimonials of the importance of a library and what impact the library system has made in their own lives. They also touch on the personal interest, love and appreciation for libraries. Each ‘Share Your Story’ is different from the next. Chris Larwig played two ‘Share Your Story’ clips one of Best Selling Author Mary Higgins-Clark and the other of Oklahoma Author and Poet Audrey Streetman. They are currently gathering more stories and will soon begin making the videos viewable individually.

REPORTS

Materials & Outreach – Karen is working on appraisals and currently looking at figures in terms of budgeting for the potential Almonte location. She will meet with the selection staff in a couple weeks to discuss more on this matter. Karen announced there may be some changes to ILL to accommodate the Southern Oaks closing.

Outreach – *Out of the Office, (Arts Council of Oklahoma City)*

Library Operation & Planning – Kay discussed SASi (Super Advanced Search Interface) on MyMetroLibrary. SASi is a new type of search engine located on the top right hand corner of

the intranet; this search allows users to search text on a page and within documents. SASi will allow you to have a keyword or Boolean Searches. To enhance your search simple use quotations around phrases or words to help match with the results you're seeking. SASi also has built in features such as Filter by content type, Filter by post date, Narrow by Committee, and Narrow by Location.

Kay announced the ILS Taskforce demos took three days and they are working on preparing the minutes to be shared soon. The IT department is purchasing new equipment to record meeting minutes. Belle Isle and Choctaw libraries will receive new carpeting spring 2013 which is an opportunity for any layout changes that need to be made at that time. Kay received a draft from Marketing of the Strategic Plan brochure which will be a tri-fold, much similar to past brochures. There isn't a date yet when they will be given out. To prepare for Almonte pick up, for the past two Mondays Jon Rollman rode with drivers on their routes to observe the process and better understand the numbers that he looks at daily in hopes to make suggestions for better routes.

Library Operations (Headquarters) – Candace reported that college courses have begun on the fourth floor in the Downtown library. She is working on the following committees: United Way, Safety and Staff Recognition.

Construction Management – Todd reported that Southern Oaks is moving along smoothly and they are making progress with the Northwest library. Jones has scheduled four interviews with architects Thursday, August 30, 2012 from 1:00 to 5:00 pm. Todd will meet with the city at Capitol Hill August 28th to discuss establishing a budget.

Administration / Commission – Donna discussed her meeting with Todd Olberding, Larry Stevens - City Manager of Edmond and Steve Commons - Assistant City Manager of Edmond regarding the possibility of opening a store-front location which will provide some relief to the heavy usage at the current Edmond library. Donna stated that both Larry and Steve see the need of another Edmond library and they stated the city will be supportive. Donna announced Greg Womack has resigned from the Library Commission as the Edmond Representative. A letter has been sent to the Mayor who is in the process of researching possible candidates. A new Edmond Representative will be selected soon.

Finance & Support – Lloyd stated that the auditing process is underway, and will continue for the next two weeks. The Estimate of Needs for the county is finalized. The replacement job for Dan Holman's position has been posted.

Information Technology – Jim has been working on interactive maps to show customer library usage by city within the Metropolitan Library System. The interactive system will allow employees to search customer's library usage by school district and will show the last library the customer visited and checked out an item. Anne is scheduling an operating system upgrade for the non-stop system the weekend before FOCUS. At the same time during the system being down IT will work on OCLC updating. TLC vendors will visit the Downtown library September 11th. Anne announced Midwest City's forum room will receive a sound update and wireless microphones. The sound system currently installed is original from 1987 and will be replaced the end of September. Replacement should take 3 days.

Development – Friends of the Library are beginning to send out their fall newsletters which will feature their membership efforts for 2013. The Friends of the Library Box Sale is Saturday, September 8th 2012 at the Friends' sort site. The Literary Voices Committee is starting their meetings and they have confirmed author David McCullough to make an appearance at a library sponsored literacy event. Southern Oaks' public art will be installed before reopening and Northwest's public art will be unveiled Monday, September 17th. The four pieces of art that will be displayed at Northwest library consist of a dinosaur, raccoon, collard lizard, and Lucille Mulhall - Oklahoma's first cowgirl. Chris Carroll tracked down the Great-Grand Niece of Lucille Mulhall who is very excited and tentatively plans to attend the dedication. Invitations will be sent out to many of her family members. Diane stated that they are looking for more suggestions for the 'Share Your Story' initiative. A gate has been installed around the garden area at Midwest City. Hopefully the project will be completed by the end of September.

Facilities Maintenance – Patrick announced the following changes: new lockers installed at the Del City library and Bethany is expected to receive gutters soon. Everything else is running smoothly.

Meeting adjourned @ 10:29 am