



Administrative Team Minutes

October 3, 2012

Present:

Kay Bauman -**Chair**
Barbara Beasley - Guest
Donna Morris
Dana Morrow

Anne Fischer
Jim Welch
Patrick Williams
Karen Marriott

Denyvetta Davis
Kim Terry
Lori Piccolo
Lloyd Lovely

Absent:

Candace McDaniel

Todd Olberding

Diane Sarantakos

REPORTS

Library Operations & Planning – Kay is working on the Almonte floor plan layout and shelving. Belle Isle and Choctaw will receive carpeting spring of 2013. Both locations are working on integrating the self pick-up of reserves. Kay discussed Policies and Procedures which can be found by visiting My Metro Library > About MLS tab > Policy and Procedures.

When you first visit P&P page you will see all of the sections of our P&P. Directly below, you will see a listing of the most recently updated Policies and Procedures. This is important because most of the policies and procedures our system has are routinely updated. Because they are updated and not “new” they may not make it to the ‘What’s New’ section on the My Metro Library homepage. So, this is a great spot to help keep you posted on these routine updates. We have also created an RSS feed that internal customers can subscribe to. They can receive the updates through their browser or feed reader.

Once you’ve located the policy or procedure of your choice. Here are some quick tips on navigating the page:

- First you’ll see the Breadcrumbs. Breadcrumbs are just a simple way of showing you where you are on a site. Think about storybooks and how little kids would leave breadcrumbs in the woods so they could find their way back. These breadcrumbs act the same way. If you get lost, you have a way back.
- Next, you’ll see the policy information: the name of the policy, which section or policy the particular policy or procedure falls under and you’ll see when it was adopted and revised.

- Below the policy information, you have the body of the policy.
- Keep scrolling down and you'll see what type of revision took place on the policy: Administrative or Commission.
- Any previous documents. This section comes in handy if you are working on a policy and need a Word document with the text and formatting (for easier updating and it's housed in one location). There are also historical versions attached as PDFs. This way you can see the changes in the policy historically.
- On the right, you'll see all of the P&P of that particular policy and procedure group. This is for easy navigation or if you click on the wrong policy and really need the procedure, you won't have to go back to the beginning; you can just click directly from that page to take you where you need to go.

Kay is on vacation for the next two weeks.

Library Operations – Denyvetta announced 54 applicants applied for the traveling Extension Specialist, which has been narrowed down to four applicants. The four applicants had the opportunity to meet with current Extension Specialists to learn more about the position. The Almonte Manager and Assistant Director of Library Operations positions are still open. The next managers' meeting is Wednesday, October 24th at Luther High School's new auditorium. Every Monday morning, Denyvetta will email inspirational quotes entitled 'Monday Morning Motivator' to library managers for a weekly encouragement.

Library Operations (Headquarters) – Out of the Office

Construction Management – Out of the Office

Administration / Commission – Donna met with Oklahoma City Public Work Staff Tuesday, October 2nd, to discuss the Capitol Hill project. They will begin advertising for Capitol Hill to hire an architect soon. The City plans to sell the bonds for Capitol Hill in the spring. The final contract for Jones is almost complete. Donna stated that the Southern Oaks reopening went well and thanked everyone who was involved.

Finance & Support – The audit report has been completed. The report will be presented to the Commission at the October 18th meeting.

Information Technology – Anne reported IT has finished up their work at Southern Oaks and the computers are being used tremendously. She is working on job descriptions for department reorganization. IT is preparing for Nonstop Operating System upgrade and Bib file modification.

Development – Out of the Office

Facilities Maintenance – Maintenance is preparing for the surplus sale and FOCUS.

Human Resources – Lori stated Elizabeth has begun her new position as Human Resources Coordinator and she is doing well. Office rearrangement will be taking place in Human Resources. Denise Courts will return on October 15th. The system will switch to a new Wellness point system soon.

MAC – Kim has been working with the media, including The Daily Oklahoman and The Friday paper for advertising.

Materials & Outreach – Karen gave kudos to her department for making the Metropolitan Library System the first and only public library in the United States to have access to offer in library same day digital access to The New York Times.

Outreach – Dana and Donna met with Executive Director Becky O'Dell of the Community Literacy Center, she is interested in offering literacy classes at our libraries. Dana also announced upcoming programs and events.

Meeting adjourned @ 10:26