



Administrative Team Minutes

October 17, 2012

Present:

Donna Morris - **Chair**
Sheldon Beach - Guest
Diane Sarantakos
Dana Morrow

Lloyd Lovely
Jim Welch
Candace McDaniel
Karen Marriott

Denyvetta Davis
Kim Terry
Lori Piccolo

Absent:

Patrick Williams
Anne Fischer

Todd Olberding

Kay Bauman

NEW ITEMS:

Ad Team welcomed Sheldon Beach, Downtown Librarian, who attended the Joint Conference of Librarians of Color in Kansas City. Sheldon reported on the sessions he attended and said the conference was very informative.

REPORTS

Library Operations – Denyvetta reported former Village Manager, Lavetta Dent is now the Manager at the Almonte location. Denyvetta is in the process of looking through applicants to fill the Assistant Director of Library Operations position. Library managers participated in a low impact rope/obstacle course at Team Quest in Norman, Oklahoma on Monday, October 14th. The goal of the day was to develop problem solving, teamwork and creativity.

Library Operations (Headquarters) – Candace announced that she is wrapping up the United Way campaign and thanked everyone who participated and donated to the cause. The Metropolitan Library System has once again exceeded its fund-raising goal. Candace is continuing to prepare for the annual Staff Recognition event, which will take place Saturday, Nov. 10th at the National Cowboy & Western Heritage Museum. Everyone in attendance will receive one free admission ticket into the museum for a later date. The Downtown Library will have visitors from the Boise Chamber of Commerce and the Mayor on Thursday, October 25th. The chamber members are interested in building a library in their downtown area and found our library to be a great resource.

Construction Management – Todd is on vacation.

Administration / Commission – Donna reported contract negotiations for the Jones architect are being finalized. The project agreement with Oklahoma City for the Almonte location was included in the Commission packet along with the lease with Roaring Fork. These items should be approved during the MLC meeting.

Finance & Support – The audit is complete and ready to be presented to Commissioners at the MLC meeting on Thursday, October 18th. The auditors will attend and present the report to the Commission. The Library Endowment Trust audit is also complete and will be distributed at the next Endowment Trust meeting. The 990 for the Endowment Trust is in review by their trustees and the 512 is complete and has been mailed. Retirement meetings, presented by Mark Thompson of Mass Mutual, are scheduled at various library locations beginning Monday, October 22nd through Thursday, October 25th. Lloyd reported the surplus sale brought in over \$13,000.00.

Information Technology – The signup monitor replacement project has been completed and the nonstop operating system upgrade is also complete. Jim said the database and software conversion for OCLC number enlargement did not go as expected. The upgrade is now scheduled for Friday, November 23rd. The Cox data communication upgrade has been completed. Anne is continuing work on the Request for Information (RFI) to be sent to ILS vendors. IT is working on a number of other items.

Development – David Carpenter, LET Board Member, and Diane Sarantakos visited with the Thunder to discuss the plans for 2013 'Read Y'All' posters. Development is in the process of forming a committee for the Warr Acres public art. Diane and a few others are trying to gather missing public art/sculptures and return them to the libraries where they belong. Landscaping will take place at Capitol Hill and Belle Isle.

Facilities Maintenance – Out of the Office

Human Resources – The rearrangement of the HUM department is complete. Lori thanked Maintenance and the Information Technology department for their hard work and assistance during the process of rearrangement. Denise has returned to work and everyone is glad to have her back. The department is getting situated and enjoying their new space.

MAC – Marketing received the first “Share Your Story” initiative and they are in the process of editing.

Materials & Outreach – Karen is working on ordering materials for the Almonte location.

Outreach – Dana discussed the success of events/programs offered by MLS.

Library Operations & Planning – Out of the Office

Meeting adjourned @ 10:25