



Administrative Team Minutes

October 31, 2012

Present:

Kay Bauman - **Chair**
Rosemary Czarski - Guest
LaVetta Dent - Guest
Patrick Williams
Dana Morrow

Lloyd Lovely
Jim Welch
Candace McDaniel
Todd Olberding
Karen Marriott

Denyveta Davis
Kim Terry
Lori Piccolo
Diane Sarantakos
Anne Fischer

Absent:

Donna Morris

NEW ITEMS:

No New Items

REPORTS

Library Operations (Headquarters) – Candace is working on scrapbooks for Staff Recognition. There are over 300 reservations for Staff Recognition. Twenty members of the Boise Chamber of Commerce toured the Downtown Library last week and were impressed. Their visit marked the third Chamber of Commerce to visit the Downtown Library.

Construction Management – Todd is continuing his work with the Northwest Library and Southern Oaks Library.

Administration / Commission – Out of the Office

Finance & Support – Lloyd and Donna attended an economic update and breakfast meeting on Monday, October 30th, hosted by Sawgrass Investments. Lloyd reported that educational retirement sessions were being held this week.

Information Technology – IT staff are in the process of setting up Netbooks that can be used to issue library cards outside the library network. Jimmy has been working on a presentation using the library customer database and GIS software. The presentation will be presented to the Library Commission during its next meeting. IT has been working with their ISP, due to some vendor's emails being rejected by the system. IT Techs pulled a computer left over from the

surplus sale and updated drivers to donate to the Friends of the Library for their use. Anne attended a webinar on a new Computer Reservation / Print Management system as the computer reservation part will be needed when IT switch ILS systems and most of these come as a “package” deal.

Development – Diane reported the Midwest City garden is coming along and they’re waiting for materials to be delivered. The Warr Acres Library public art committee has begun the process of identifying and selecting art for Warr Acres. Once a decision has been made on the specific art, it will be placed on the outside of the library. The “Share Your Story” initiative is going well. There have been a few submissions online and video recordings are scheduled.

Facilities Maintenance – Patrick is in the process of placing shelves and locks at the Almonte location.

Human Resources – HUM is focusing on health screenings and looking for ideas for next year’s Wellness program. They are also working with moving towards a point system and educating current employees on the need for Wellness and flu shots.

MAC – Marketing is creating their first 30 second in-house commercial which will run on Cox, promoting eBooks. Chris will edit the animated commercial to target ages 18 to 44 and Rick will complete the illustration. Once the commercial is produced and completed it will be available for staff view. MAC is also working on signage for Midwest City and Almonte.

Materials & Outreach – Karen stated the department is in the process of ordering materials for Almonte. They are also sending transfers and materials over every week. Playaways are being ordered for additional libraries. Karen has been speaking with Playaways Representatives on the issues with a few of their items.

Outreach – Dana discussed her attendance at the 2012 Oklahoma Arts Council Session. She announced that over 600 attended the Perpetual Motion event. Lisa Wood is the new chairman of the Rainbow Fleet Board. Anita Roesler is working on the upcoming Winter Read Fest program.

Library Operations & Planning – As the end of the year approaches, the Planning department is encouraging all locations to visit MyMetrolibrary and add their contributions to the Strategic Plan. Visit MyMetrolibrary and click the site login link in the top corner. Login with your

MyMetrolibrary credentials. Your username is the first part of your @metrolibrary.org email address. Your password is library123, if you have not updated it since the site began. If you have changed your password enter your updated password. If you have forgotten your password, click the 'request new password' tab and instructions for setting a new password and a special login will be emailed to you. Please note if you are not successful at logging in after the first 3 attempts the system will lock you out for 24 hours. Feel free to use the automated feature of the 'request new password' so you won't be locked out! Once you've logged in, you will see the Administrative Toolbar. Click 'add content'. Next you will see several options for adding content. The two you should focus on are:

- [Strategic Plan Highlights \(FY 2007 - 2012\)](#) - Use this to enter Strategic Plan Highlights for events leading up to June 2012.
- [Strategic Plan Highlights \(FY 2012 - 2015\)](#) - Use this to enter Strategic Plan Highlights for events after July 1st, 2012 – to June 30th, 2015.

Fill out the form accordingly and click **SAVE**. An email notification will be sent to Planning Services alerting you've filled out a new Strategic Plan Highlight and the entries will be added automatically to the Strategic Plan Highlight's page:

- Current Strategic Plan Highlights: http://my.metrolibrary.info/drupal/strategic-plan/fy_12-15/highlights
- Previous Strategic Plan Highlights: http://my.metrolibrary.info/drupal/strategic-plan/fy_07-12/highlights

Feel free to repeat the process as necessary. Planning has made it easier if you need to repeat. Once you've saved, click the 'Add Another Entry' button and repeat.

Library Operations – Denyvretta reported that the managers visited the Luther library. There are four openings for Librarians who are interested in visiting the 2013 ALA Conference in Chicago.

Meeting adjourned @ 10:40