



# Administrative Team Minutes

November 28, 2012

## **Present:**

Patrick Williams - **Chair**  
Donna Morris  
Anne Fischer  
Kay Bauman  
Diane Sarantakos

Lloyd Lovely  
Jim Welch  
Candace McDaniel  
Todd Olberding  
Karen Marriott

Denyveta Davis  
Kim Terry  
Lori Piccolo  
Dana Morrow

## **Absent:**

NONE

## **NEW ITEMS:**

No New Items

## **REPORTS**

**Administration / Commission** – Donna reported office rearrangements are taking place on the third floor of the Downtown Library and will continue over the next few months. Todd Olberding and Kay Bauman will switch offices. More office space will also be created for the newly approved Virtual Librarian position. Donna thanked the Planning and Construction Department for their teamwork and contributions throughout the process.

The Northwest Library was featured in the November 15<sup>th</sup> 2012 Library Journal – Volume 137 / No. 19.

**Finance & Support** – Lloyd stated the Fiscal Year budget items are complete and he is beginning his work on next year's budget.

**Information Technology** – Anne announced Innovative Interfaces (iii) will visit the Downtown Library on Thursday, November 29th at 9:00am.

Over Thanksgiving weekend IT staff completed conversions of bibliographic files for larger OCLC numbers.

Anne is working on renewal of anti-virus software, purchasing new computers and other related items.

**Development** – Diane reported Literary Voices Sponsorship Packets were sent out before Thanksgiving, and they've received a few responses back. The Endowment Trust is visiting the Chickasaw Nation this week in hopes of them becoming a sponsor.

Development is scheduling dates to record new stories for the "Share Your Story" initiative.

Diane stated the landscaping project has been scheduled for Capitol Hill Library and will hopefully be completed prior to the December 13<sup>th</sup> Commission meeting.

The Staff Volunteer Warm Hearts Collection for the Infant Crisis Center is currently underway, Diane encouraged all staff to participate by donating this year.

**Facilities Maintenance** – Patrick reported Maintenance is working on shelving at Capitol Hill and decorating for the holidays at the Downtown Library.

A-One Control will install fire extinguishers at the Downtown Library on Thursday morning.

**Human Resources** – Lori is preparing for the X-Change meeting scheduled for Monday, December 3<sup>rd</sup> at the Southern Oaks Library.

The HUM department is continuing work on internal and external processes.

Kelley Hoffman has completed the Benefit Plan document. It is available on the MyMetrolibrary and will be distributed soon.

**MAC** – Kim is working on new signage for the Almonte Library.

Marketing is completing the eMedia commercial and plans to have it prepared for review before the next Ad Team Meeting on December 12th. Once the eMedia commercial is finalized, it will air for three weeks during the holidays on Cox Cable.

Kim reported December is a heavy project request month for the Marketing department and asked for everyone's patience with orders this month.

**Materials & Outreach** – Karen visited the sort site this week to select books for the Almonte Library. Karen and Diane will visit the fairgrounds prior to the Annual Friends of the Library Book Sale to select additional books for the Almonte Library.

**Outreach** – Outreach staff had the pleasure to meet Aaron Bluitt- Assistant Director of Library Operations and spent the morning welcoming him to the Metropolitan Library System.

Outreach is working on programs and events for next year.

**Library Operations & Planning** – The new delivery route has been updated to include Almonte and is available on the MyMetrolibrary.

Kay and Jon are still working on the final review of the 2007-2012 Strategic Plan. At the December Manager of Library Operations meeting Kay will review the new Strategic Plan and demonstrate how to enter objectives.

Several libraries will receive some of Southern Oaks' leftover shelving. Capitol Hill has replaced their entire non-fiction wood shelving with the old Southern Oaks shelving. Additionally, Commercial Concepts Co. made some minor modifications to the reference desk for customers to be able to better see staff. During the process of rearranging furniture at Capitol Hill Library, they are also making space for self pickup of reserves. Warr Acres, Choctaw and the Belle Isle Library will begin offering self pickup of reserves soon.

Kay thanked the Marketing Department for how nicely they summed up the year in 'The MLS Tradition of Greatness' section written in December 2012 Issue of the Info MLS Magazine page 10.

**Library Operations** – Denyvetta reported there is funding available for four Librarians to attend the 2013 Annual ALA Conference and Exhibition in Chicago from June 27<sup>th</sup> through July 2<sup>nd</sup>.

Denyvetta stated Aaron Bluitt – Assistant Director of Library Operations is doing a great job and has already visited all the library extensions.

In addition, Denyvetta received kudos for Jana Hausburg and LaVetta Dent from customers and a former employee thanking them for all their help and hardwork.

**Library Operations (Headquarters)** – Candace is preparing for Open House set for Sunday, December 9<sup>th</sup> from 1:30 to 4:30pm at the Downtown Library.

The Christmas luncheon will be Thursday, December 13<sup>th</sup> at the Downtown Library. Francie Pendleton is preparing activities for everyone to participate.

New projectors were installed on the fourth floor of the Downtown Library this week.

**Construction Management** – Todd plans to have materials moved into the Almonte location by mid January.

**Meeting adjourned @ 10:15**