

Administrative Team Minutes

September 10, 2008



Present

Todd Olberding, Chair
Kay Bauman
Ernestine Clark
Denyvetta Davis

Lloyd Lovely
Candace McDaniel
Karen Marriott
Donna Morris

Dana Morrow
Jim Welch

Excused

Anne Fischer
Ric Rea

Kim Terry
Patrick Williams

NEW BUSINESS

Kay Bauman introduced Barbara Beasley, Manager of Library Operations I at Warr Acres, who was shadowing her for the day.

Inclement weather call lists were distributed. Donna Morris asked that team members revise them and return them to Nicole Bungert in the Director's Office by Wednesday, October 1.

STANDING ITEMS

MEETING CALENDAR – No announcements.

REPORTS

FINANCE & SUPPORT – Lloyd Lovely reported that Doug Buck of the Pioneer Library System and four others from his office would visit the Business Office on Friday, September 12 to learn about MLS' purchase order system.

The auditors are still working and expect to be finished within the week. Auditor Carolyn Levings of Eide Bailly LLP will be present to answer questions at the regular monthly meeting of the Commission at the Midwest City Library on September 18.

IT – Jim Welch reported that IT continues to work on RFID.

HUMAN RESOURCES – There are currently twelve job openings in the System. Denyvetta Davis reported that they have filled the Manager of Library Operations I position at Ralph Ellison and the Manager of Library Operations II position at Downtown and have completed interviews for Midwest City Manager of Library Operations.

MATERIALS SELECTION & OUTREACH –Karen Marriott reported that she has placed the System's first order for MP3 format audio from Overdrive. Overdrive has informed her that we will have access to the new site in three to four weeks.

OUTREACH – Dana Morrow reported that Outreach had a busy weekend between Septemberfest at the Governor's Mansion on September 6 and Roman Family Day at the Downtown Library on September 7. Roman Family Day was a success with 500 people attending and great attendance at the Oklahoma City Museum of Art as well. The Library hosted face painters, a mosaic artist, sculpture, puppetry, children's theater, video games, and more. Outreach hopes to make the collaboration with the Museum an annual event.

LIBRARY OPERATIONS & PLANNING – Kay reported that she has been busy with the interviews for open and recently filled positions. In addition, the Leadership MLS class interviewed her recently.

LIBRARY OPERATIONS – Denyveta reported that Library Operations has recently filled positions at Jones, Luther, Ralph Ellison, and Downtown. Michael Owens will begin at Ralph Ellison on October 6 and Julie Ballou will begin at Downtown on September 22.

Denyvetta reported on kudos for Edmond, Capitol Hill, Del City, Choctaw, Bethany, and Southern Oaks for recent community involvement and customer compliments.

Denyvetta also met with the Leadership MLS class recently.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace McDaniel reported that the tentative date for the Downtown Library's holiday open house is December 11. This is a Thursday so the event will coincide with Noon Tunes and the December Commission meeting. Candace is working with Julie Ballou to arrange participation from other System libraries.

Candace reminded everyone that bloodborne pathogens training is due in two weeks.

CONSTRUCTION MANAGEMENT – Todd Olberding reported that roof repair continues at the Downtown Library.

Todd and the City of Edmond are exploring the creation of 20 additional parking spaces for the library. This might be possible as the alley to the east of the library might be closed.

An agreement has been reached with adjacent property owners to close the alley behind the Edmond Library and create 20 additional parking spaces for the library. This will increase the number of parking spaces at the Edmond Library by 25%.

Todd reported that the groundbreaking for the Ralph Ellison Library renovation took place on September 9. He is working on finalizing the furniture bid package for Ralph Ellison.

Design work progresses for the Northwest Library. On September 10, Todd received four new plans for the interior from the architect. The System will offer its comments on the new plans in a conference call with the architects September 16. A community meeting about the library is tentatively set for November 18, and a groundbreaking ceremony tentatively set for July 14, 2009.

Excavation has begun at the Service Center site.

ADMINISTRATION/COMMISSION – Donna Morris reported on the groundbreaking ceremony for the Ralph Ellison renovation. Councilman Skip Kelley and Metropolitan Library Commission Chair Hugh Rice both spoke. The event was well attended, with many members of the Special Friends of the Ralph Ellison Library, including their president Flossie Thurston, Endowment Trustees Susan Adams and Robert Brady, Commissioners Beth Toland and Hugh Rice, and Ralph Ellison staff members in attendance.

Hugh Rice plans to appoint commissioners Mukesh Patel and Cynthia Mitas to the Administrative & Personnel Committee. This will allow the annual review of the Executive Director to begin.

The Mayor of Oklahoma City reappointed Commissioner Penny McCaleb for an additional three-year term.

Donna asked that the team let her know if they would like to attend the Latino Community Development Agency luncheon on September 24, as she will be unable to attend.

The Director's Office will schedule Library Retirement Pension Board and Administrative & Personnel Committee meetings for the coming weeks.

Meeting adjourned at 9:50 a.m.