

# Administrative Team Minutes

September 24, 2008



## **Present**

Todd Olberding, Chair  
Kay Bauman  
Ernestine Clark  
Denyvetta Davis  
Anne Fischer

Lloyd Lovely  
Candace McDaniel  
Karen Marriott  
Donna Morris  
Dana Morrow

Ric Rea  
Kim Terry  
Jim Welch  
Patrick Williams

## **Excused**

None

## **NEW BUSINESS**

Donna Morris announced that she would be sending to staff the administration's response to the Staff Association survey and recommendations in the next few days. Ad Team members had already reviewed the survey results and recommendations and provided input on responses and solutions. Those suggestions and comments are included in the memo to staff. Donna announced that Sheldon Beach, Librarian at the Downtown Library, is the new president of the Staff Association. Donna will attend the next Staff Association board meeting to answer questions about the response to the Staff Association survey.

## **REPORTS**

**ADMINISTRATION/COMMISSION** – Donna announced that an analysis of the salary survey would be complete in a couple of days. Unfortunately, the data appears not to be statistically valid. The System will need to budget for a full compensation and classification review next year. Ric Rea estimates it will cost approximately \$100,000-150,000. Donna will report the results of the salary survey to the Commission and staff.

Commission Chair Hugh Rice has appointed Commissioners Cindy Mitas and Mukesh Patel to the Administrative & Personnel Committee. As the Commission by-laws are silent on the method of appointing committee chairs, Hugh will have the A&P Committee appoint its own chair.

**FINANCE & SUPPORT** – Lloyd Lovely reported that the annual audit is essentially complete. He will present it to the Commission at its regular monthly meeting on October 16.

**IT** – Anne Fischer reported that IT has replaced computers at The Village Library while it is closed for recarpeting. IT is also working on RFID of Northwest Library materials at Capitol Hill two days per week.

The Commission approved the purchase of upgrades to the Non-Stop Computer at its September 18 meeting. The update will take place over Thanksgiving weekend. The Non-Stop Computer is a database server that stores item records, personnel records, and the library system's web pages, among other things. It is called "non-stop" because it keeps running through multiple component failures.

**DEVELOPMENT** – Ernestine Clark reported that she has been attending committee and board meetings.

**FACILITIES MAINTENANCE** – Patrick Williams reported that Maintenance conducted fire alarm tests at ten buildings and moved power poles at The Village Library.

**HUMAN RESOURCES** – There are currently ten job openings in the System.

Ric reported that the system should expect changes as the new Americans with Disabilities Act Amendment goes into effect on January 1. The Amendment expands the definition of disability and names the Equal Employment Opportunity Commission as the sole decision maker regarding which conditions qualify as disabilities. Managers should expect additional training. The Amendment will also specify a new ratio of van-accessible handicapped parking for new construction.

**MARKETING AND COMMUNICATIONS** – Kim Terry reported that MAC is working on the annual report and a recruitment brochure for HUM to take to job fairs. They are also creating the materials for FOCUS.

**MATERIALS SELECTION & OUTREACH** –Karen Marriott reported business as usual.

**OUTREACH** – Dana Morrow announced that Nerdfighters, an author tour for John Green's *Paper Towns*, would be at the Downtown Library on November 2. Nerdfighters is the most-watched vlog in America and is hosted by John Green and Hank Green, founder of [ecogeek.org](http://ecogeek.org).

The Big Read takes place September 28-October 31 and will be reading *Fahrenheit 451*.

Outreach will attend the Smart Start annual luncheon October 3 at Crabtown.

Dana and Ernestine will speak to the Special Friends of the Ralph Ellison Library about new ways for the group to assist the library. Dana plans to suggest that they introduce themselves to Michael Owen, the new manager of RE, and introduce him around the community. Donna suggested that the group also help Michael and Ralph Ellison get involved with the local community and local churches. Todd Olberding suggested the group consider co-hosting the grand opening of the renovated RE location. Denyveta Davis mentioned that the group is interested in commissioning or purchasing public art for the renovated library.

**LIBRARY OPERATIONS & PLANNING** – Kay Bauman reported that she is working on the Strategic Plan Review. Planning is conducting Rules of Conduct training sessions September 24 and 26 at Downtown. They have already done sessions at Warr Acres and Choctaw.

**LIBRARY OPERATIONS** – Denyveta reported that Julie Ballou started in her new position as manager of the Downtown Library on September 22. Mary Patton will continue to assist with the transition through October 3. Michael Owens will assume his position as manager of the Ralph Ellison library on October 6. Chris Kennedy will start as manager of the Midwest City Library on October 20.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace McDaniel reported that she is working with the United Way Committee. She invites everyone to donate a baked good that the Committee will raffle off at FOCUS with the proceeds benefiting the United Way. The Downtown Library and offices will also host a United Way Bedlam Party on October 2 in the Friends Room. Other locations will also host Bedlam Parties the week of September 29-October 3.

Candace reported that the Staff Recognition dinner will be November 15 and the Downtown Library open house will be December 11. She also announced that the First Edition Café's business has doubled since Thursday Noon Tunes began at the Downtown Library.

**CONSTRUCTION MANAGEMENT** – Todd reported that he met with the City of Edmond regarding additional parking at the Edmond Library. The City seemed receptive. The next step will be for the church to make an application to close the alley. Todd will meet with the City again the week of September 29.

**Meeting adjourned at 10:17 a.m.**