

Administrative Team Minutes

October 22, 2008



Present

Karen Marriott, Chair
Kay Bauman
Ernestine Clark
Denyvetta Davis
Anne Fischer

Lloyd Lovely
Candace McDaniel
Donna Morris
Todd Olberding
Ric Rea

Kim Terry
Jim Welch

Excused

Dana Morrow

Patrick Williams

REPORTS

LIBRARY OPERATIONS (HEADQUARTERS) – Candace McDaniel reported that there is a new ice machine in the Downtown Library third floor staff lounge.

CONSTRUCTION MANAGEMENT – Todd Olberding reported that the City of Oklahoma City is conducting a review of public services for Northeast Oklahoma City. There will be a public meeting October 30 at 6 p.m. at the MetroTech Springlake Campus. Todd and Donna Morris will attend.

ADMINISTRATION/COMMISSION – Donna reported that there would be a meeting of the Library Retirement Pension Board on October 23 at the Downtown Library. The Ad Team's executive director evaluation forms are due to Elizabeth Kessler in Human Resources by October 31. The family talk section will be on the November Metropolitan Library Commission agenda. Maria Watkins is back from maternity leave and we are very happy to have her. Donna invited the Ad Team members to attend the Leadership OKC Alumni Luncheon on October 29 at the Downtown Library.

FINANCE & SUPPORT – Lloyd Lovely reported that Mark Thompson of Mass Mutual would host meetings about retirement accounts and the economic downturn on November 4, 5 and 6 at Southern Oaks, Belle Isle, Midwest City, Edmond, and Downtown libraries. Lloyd also reported that new exterior signs would be installed at Bethany, Midwest City, Del City, and Wright. Kim Terry recommended that the signs be modified to match each library building as previously discussed. Lloyd reported that due to problems with the ceiling at the Wright Library, he will recommend that funds be allocated in next year's budget to close the library and fix the ceiling. Todd suggested that the system also address Americans with Disabilities Act accessibility issues at the same time.

IT – Anne Fischer reported that there would be a public meeting on October 30 at 6:30 p.m. about a new Southern Oklahoma City Library in Cleveland County. The Library will be part of the Pioneer Library System.

DEVELOPMENT – Ernestine Clark reported business as usual.

HUMAN RESOURCES – Ric Rea reported that there are currently eleven job openings in the system. The Materials Selector position will be offered to a candidate on October 22.

MARKETING AND COMMUNICATIONS – Kim reported that she would be marching with the Metropolitan Library System teen librarians in the Annual *Gazette's* Ghouls Gone Wild parade downtown on October 25. She will also be interviewed on KTLR AM radio at noon on October 22. Kim requested suggestions for material to submit for the [John Cotton Dana Award](#). Donna suggested submitting material that had a quantitative result, such as the Our World series.

MATERIALS SELECTION & OUTREACH – Karen Marriott reported that Tech Processing hired temporary help to unload shipments that were piling up. Cataloging has completed two V2R sessions and Materials Selection has completed their first. Karen continues to work with IT to integrate ILL into the VCirc system. Materials Selection has hired a new part-time technician, Amy Treadwell, who started on October 20. Pauline Rodriguez-Atkins and Heidi Johnson are both interviewing candidates for positions in their departments.

LIBRARY OPERATIONS & PLANNING – Kay Bauman reported that the MLS Leadership Class II would graduate on November 5. The class will present two project proposals, which Kay will send to the Ad Team for review.

Kay reported that the revised travel and registration expense reimbursement policies have been uploaded to the Intranet. The revised policies are [SF 600 Travel and Registration Expense Reimbursement Policy](#), [SF 600.1 Travel and Related Expenditure Procedures and Guidelines](#), and [SF 600.2 Mileage Reimbursement Guidelines](#).

Kay reported that she is planning the agenda for the X-Change meeting November 17. Topics will include Rules of Conduct, the salary survey, the Staff Association survey, and leave without pay.

Kay is also trying to develop a method to track strategic plan progress throughout the year.

LIBRARY OPERATIONS – Denyveta Davis reported that the Edmond Library has instituted a secret shopper process and gotten many positive responses. She has also received kudos for Midwest City, Belle Isle, Bethany, and Edmond. The Edmond Library will reopen after its renovations on October 30. Many library programs were included in this month's *Kids Count* magazine.

Meeting adjourned at 10:17 a.m.