

Administrative Team Minutes

December 17, 2008



Present

Ernestine Clark, Chair
Kay Bauman
Denyvetta Davis
Anne Fischer
Lloyd Lovely

Candace McDaniel
Karen Marriott
Donna Morris
Todd Olberding
Ric Rea

Kim Terry
Jim Welch

Excused

Dana Morrow

Patrick Williams

REPORTS

LIBRARY OPERATIONS (HEADQUARTERS) – Candace McDaniel reported that about 100 people attended the Downtown Library Open House on December 11 and Chris Larwig made a very nice slideshow of the event. Candace also handed out passes for Opening Night. The Downtown Library will host two bands, Visions and Studio B.

CONSTRUCTION MANAGEMENT – Todd Olberding reported that potential architects are touring Southern Oaks Library in anticipation of architect selection for the project. Letters of intent from the architects are due January 7.

Todd reported that he, Patrick Williams, and Ric Rea would be meeting with the City of Oklahoma City to discuss plans and proposals for replacement of the doors at the Downtown Library with revolving doors. He estimates that the project will be completed in spring or summer 2009.

Construction of the Service Center continues. Concrete exterior walls have been poured.

Todd is working to explore the possibility of including a library in the city's strategic plan for the far northwest neighborhoods of Oklahoma City. If there is not language about a facility included, a facility cannot be built, even if the need arises in the distant future.

The furniture selection process for the Northwest Library will begin in January.

ADMINISTRATION/COMMISSION – Donna Morris reported that she received notes of appreciation from Mary Patton, retired manager of the Downtown Library, and a Del City customer.

Donna, Kay Bauman, and Karen Marriott visited Southern Oaks, Capitol Hill, Midwest City, and Del City libraries to assess their family talk sections. They expect the changes approved at the November meeting of the Metropolitan Library Commission will be completed at the large libraries by the January meeting of the Commission on January 15.

FINANCE & SUPPORT – Lloyd Lovely reported that the Business Office is cleaning out its files now that the annual audit is complete. A bulk shredder will visit the Downtown Library on December 19 and Lloyd invited the administrative offices to drop off materials they need shredded.

IT – Anne Fischer reported business as usual.

DEVELOPMENT – Ernestine Clark reported that the Development Office has a new community volunteer starting December 17 named Shawn.

HUMAN RESOURCES – Ric Rea reported that there are currently five openings in the system. Jamar Rahming will begin as manager of the Del City Library on January 26. Linda Hyams will be out of the office through January 5.

MARKETING AND COMMUNICATIONS – Kim Terry reported that MaC is working on the 2008 annual report. They are also putting together a marketing supplies catalog that will be available on the intranet so that libraries can order promotional materials that MaC has in stock.

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

LIBRARY OPERATIONS & PLANNING – Kay reported that there is a link on the intranet slider for employees to submit strategic plan projects. She asks that supervisors report strategic plan-related projects regularly to make it easier to report progress to the Metropolitan Library Commission.

LIBRARY OPERATIONS – Denyveta Davis reported that she received kudos for Sally Gray at The Village Library and Daniel Fields at the Bethany Library.

Meeting adjourned at 9:48 a.m.