

Administrative Team Minutes

January 14, 2009



Present:

Ric Rea, Chair
Donna Morris
Jim Welch
Kim Terry
Candace McDaniel

Dana Morrow
Denyvetta Davis
Anne Fischer
Lloyd Lovely

Karen Marriott
Kay Bauman
Patrick Williams
Ernestine Clark

Excused:

Todd Olberding

NEW BUSINESS

Changes in FMLA ~ Ric reported on changes to the Family Medical Leave Act (FMLA), which will be effective 01-16-09. Donna will put a paragraph regarding the changes in the Executive Director's Report for the February Commission meeting. Ric will also send out an e-mail notifying all staff of the changes.

MEETING CALENDAR

02-15-09 MLC meeting @ Belle Isle

01-23-09 through 01-28-09 ALA MidWinter (Denyvetta, Donna, and Stacy Schrank will be attending)

02-15-09 Friends Book Sale move-in @ Fairgrounds

REPORTS

OUTREACH – Dana reported Smart Start of Central Oklahoma will be hosting a Library Advocacy luncheon on February 23. Dana will send out an email invitation to Ad Team to attend.

ADMINISTRATION/COMMISSION – Donna reported the Commission meeting is tomorrow at the Belle Isle Library.

Donna and Todd met with the Mayor and City Manager of Edmond last week regarding a second Edmond Library.

There were a total of 14 architects who submitted bids for the Southern Oaks renovation project.

FINANCE & SUPPORT – Lloyd handed out schedules for the FY 09-10 budget process.

INFORMATION TECHNOLOGY – IT is working on replacing computers. As of today, all but six computers have been received. It is expected the remaining computers will be received this week.

The pre-bid conference for the sorter was held yesterday. Two companies called in for the conference. IT hopes to award the sorter at the February Commission meeting. The bid will go out on January 22.

DEVELOPMENT – Ernestine reported her office is busy preparing for the Friends Book Sale and the Author dinner.

FACILITIES MAINTENANCE – Patrick stated he received a call from the City regarding budgetary information they can possibly use for the new Southwest Library for Pioneer Library System. Donna suggested Patrick get with Lloyd on the budget information.

HUMAN RESOURCES – Ric handed out copies of the current openings spreadsheet.

LIBRARY OPERATIONS & PLANNING – Kay, Donna & Karen visited the libraries to view the Family Talk Section.

A door counter has been ordered and will be installed at the Village Library for a trial period to get capacity numbers during various times and events.

LIBRARY OPERATIONS – Denyveta reported the Managers Meeting is this afternoon at the Choctaw Library. The new manager for the Del City Library will begin on January 26. Denyveta will be having an appreciation breakfast with the support staff at Cracker Barrel.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace is working on updates to the Safety Manual. Employees will be required to take the Hazardous communication safety training. A slide will be on the intranet tomorrow.

Meeting adjourned @ 10:37 a.m.