

Administrative Team Minutes

February 11, 2009



Present:

Candace McDaniel, Chair
Donna Morris
Jim Welch
Dana Morrow
Kim Terry

Ric Rea
Todd Olberding
Anne Fischer
Lloyd Lovely
Denyveta Davis

Karen Marriott
Kay Bauman
Patrick Williams
Ernestine Clark

NEW BUSINESS

Denyveta Davis provided information from the ALA Mid-Winter Conference she attended in Denver. Denvyetta attended the presidential candidate forum for ALA. The candidates this year are Kent Oliver and Roberta Stevens. Denvyetta also participated in the Resume Review Service. Reviewers provide feedback and suggestions to job seekers, helping them make their resumes stand-out and to become stronger candidates in the job market.

Ric Rea stated the general access door code for employees has not been changed since the Downtown Library opened in 2004. Additionally, employees were also given special access codes for other doors in the building which they may or may not need access to. Recently Human Resources became aware that there are customers who have been given the code as well as various employees still have the code, since it has not been changed. Ric suggested the general access code be changed as well as have each department come up with their own code for other areas not considered as general access. Discussion followed. Ric will meet with Linda Hyams to work on a solution and if any departments would like to make code changes, they should contact Linda.

MEETING CALENDAR

The February 16th X-change meeting has been cancelled.

REPORTS

FINANCE & SUPPORT – Lloyd reported he will be teaching a budget class next week.

INFORMATION TECHNOLOGY – Anne reported the sorter for the Service Center will be awarded at the February Commission meeting. Credit Cards are now being accepted as a payment option at the Circulation desk. Anne is working on the bids for wiring at Ralph Ellison and the Service Center.

DEVELOPMENT – Ernestine reported the Development office busy preparing for the upcoming Friends Book Sale and the Author Dinner.

FACILITIES MAINTENANCE – Patrick reported the Maintenance department will be washing salt off the sidewalks, from the snow and ice, next week.

HUMAN RESOURCES – Ric handed out copies of the current job openings spreadsheet. There are currently three open positions. Ric stated he has sent out the information regarding changes to the Family Medical Leave Act (FMLA).

MARKETING AND COMMUNICATIONS – Kim reported she has begun using *Facebook* and *Twitter* as a method of marketing for library events.

OUTREACH – Dana passed around some flyers for upcoming library events.

LIBRARY OPERATIONS – Denyveta reported the new Library Manager at Del City, Jamar Rahming, started with the system on January 26.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she will be moving her office to the 4th floor Wiley Post Room this week.

Next week, Candace will be sending out a survey for employees to fill out regarding the Staff Recognition dinner.

ADMINISTRATION/LIBRARY COMMISSION – Donna reported OLA Legislative Day is March 10. If anyone is interested in attending, please let Donna know.

Meeting adjourned @ 10:30 a.m.