

# Administrative Team Minutes

February 25, 2009



## **Present:**

Candace McDaniel, Chair  
Donna Morris  
Jim Welch  
Kim Terry

Ric Rea  
Todd Olberding  
Anne Fischer  
Lloyd Lovely

Karen Marriott  
Kay Bauman  
Patrick Williams

## **Excused:**

Denyvetta Davis

Dana Morrow

Ernestine Clark

## **REPORTS**

**FACILITIES MAINTENANCE** – Patrick reported his office is short staffed this week. Maintenance is working on various projects and Patrick is working on the Maintenance budget for the upcoming year.

**HUMAN RESOURCES** – Ric handed out copies of the current job openings spreadsheet. There are currently five open positions.

**MARKETING AND COMMUNICATIONS** – Kim reported the online catalog for Marketing is going good. Instead of being on the slider, the online catalog for Marketing can now be found under the supplies tab on the intranet.

**MATERIALS & OUTREACH** – In Dana's absence, Karen provided a report for Outreach on recent event turnouts.

**LIBRARY OPERATIONS** – In Denyvetta's absence, Kay reported the Manager's meeting is this afternoon at Belle Isle. This morning Denyvetta is meeting with the staff at Warr Acres.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace reported she is moved into her new office on the 4<sup>th</sup> floor. She reminded Ad Team about the Culture Survey and the Staff Recognition Survey, which is linked on the slider of the intranet.

The *Sugar-Free All Stars* will be performing for Noon Tunes tomorrow in the Atrium.

**CONSTRUCTION MANAGEMENT** – Todd reported he is working on arranging a hard hat tour for the Service Center some time in May.

**ADMINISTRATION/COMMISSION** – Donna, Tood, and Randy Wayland interviewed four architects for the Southern Oaks project last Friday. Once the announcement has been made on the selected architect, Donna will provide more information.

Lloyd and Donna met with Cheryl Jones last week to review the job description for the Development Director position.

**FINANCE & SUPPORT** – Lloyd reported the budget classes were held last week and went well.  
Lloyd has applied for another Friends Grant for the continuation of Noon Tunes.

Meeting adjourned @ 9:55 a.m.