

Administrative Team Minutes

March 11, 2009



Present:

Kay Bauman, Chair
Donna Morris
Jim Welch
Dana Morrow
Kim Terry

Ric Rea
Todd Olberding
Candace McDaniel
Lloyd Lovely

Karen Marriott
Denyvetta Davis
Patrick Williams
Anne Fischer

Excused

Ernestine Clark

Calendar Review

March 25 ~ Learning Sculpture Dedication, Downtown Library, 2 pm

April 20-22 ~ OLA Annual conference

REPORTS

FINANCE & SUPPORT – Lloyd reported on changes to withholding due to taxes being lowered. All employees will be receiving a letter from the Business Office regarding the changes.

Information Technology – Anne reported IT has implemented the credit card feature at Belle Isle Circulation Desk.

Jimmy is working with Ric on the new evaluation system.

FACILITIES MAINTENANCE – Patrick reported new toilets have been installed at Bethany. Renovation on the Warr Acres restrooms has begun.

HUMAN RESOURCES – Ric reported on the current vacancies.

Human Resources has been notified by the Workers Compensation carrier of a premium change with the next renewal period in October.

Due to some recent changes in the Family and Medical Leave Act, if an employee calls in sick, the supervisor should ask if it could be FMLA related.

MARKETING – Kim reported her office is working on bids for Summer Reading printing, magazines, and Summer Reading Ribbons.

Kim is researching the possibility of pod-casting for book reviews, story time, and a walking tour of the Downtown Library.

MATERIALS & OUTREACH – Karen reported she will be requesting an increase to the *Over Drive* collection, which currently consists of best sellers.

LIBRARY OPERATIONS & PLANNING – Kay reported she attended Northwest Library meetings last week.

There was a good turn out for participation in the Culture Survey. Information from the survey should be back within a few weeks.

The current Leadership MLS class is working on a “Green Proposal”. Information will be posted soon.

The Web Services Manager position is open. Kay will be conducting interviews for that position soon.

LIBRARY OPERATIONS – Denyveta has been reviewing Friends Grants. She is working on budget entries as well.

Denyvetta shared some compliments and positive comments from library customers.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported on the Staff Recognition Dinner Committee and the survey they conducted. 140 plus employees participated in the survey. A summary of the responses will be available soon. With the information from the survey results, this year’s staff recognition dinner will be held on November 14 at the Clarion Meridian Convention Center.

St. Gregory’s University has reserved the computer lab for the next six weeks.

CONSTRUCTION MANAGEMENT – Todd reported water testing at the Downtown Library is scheduled for Wednesday and Thursday next week.

Phase 1 for the Downtown Alley work is just about finished.

There will be a pre-construction meeting on Friday regarding the Downtown restrooms and Friends room door work.

Service Center Construction is on-going. Furniture bid packages were issued yesterday.

ADMINISTRATION/COMMISSION – Donna reported she attended Legislative Day yesterday. She handed out two items of interest; Bill Portfolio – Ad Valorem 09 and information from OLA on Senate Bill 834.

Meeting adjourned @ 11:10 a.m.