

Administrative Team Minutes

March 25, 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

REPORTS

DEVELOPMENT – In Ernestine's absence, Lloyd reported *Literary Voices* ticket sales are going well. Invitations to the event have been mailed out.

The Endowment Trust will be meeting tomorrow.

FACILITIES MAINTENANCE – Patrick reported he was out last week and is busy catching up this week.

HUMAN RESOURCES – Ric reported on the current vacancies, which was emailed to Ad Team this morning.

Ric handed out budget entries for account 101 and 102. He asked Ad Team to review and if there are any changes to let Human Resources know as soon as possible.

MARKETING – Kim reported Marketing is finishing up Summer Reading materials to go to the printer. She has also been working on the budget.

MATERIALS & OUTREACH – Karen reported she has been working on various projects including the budget, Service Center issues, and negotiations with Baker & Taylor regarding fuel surcharges.

OUTREACH – Dana stated she emailed a video from the Spring Fling program. There were 1,269 people in attendance.

She also passed around photos from the Under Water Bridge program, which was also at full capacity for attendance.

LIBRARY OPERATIONS & PLANNING – Kay reported on the Supervisor Series workshop she attended yesterday. The workshop was on ethics and she suggested the possibility of having something similar for all staff in the future.

Leadership MLS candidates have been selected, Kay will be sending out notification.

LIBRARY OPERATIONS – Denyveta reported the Managers Meeting is this afternoon at Bethany. Anne, Heidi, and Pauline are listed on the agenda.

The annual programming budget meetings have been scheduled.

The Bi-Annual extension meeting will be at Jones next Monday.

Denyveta has processed over thirty travel requests for the OLA conference.

Nita has completed the Managers Handbook. She will be handing those out at the Managers meeting this afternoon.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the dedication of the children's statue will be this afternoon.

CONSTRUCTION MANAGEMENT – Todd reported the furniture package for the Service Center is out for bid. Work is progressing on the Service Center and still on schedule for completion in mid-September.

ADMINISTRATION/COMMISSION – Donna reported Hugh Rice and Tracy McGehee have both been re-appointed to the Commission. Their terms will expire July 31, 2011.

The Library Retirement Pension Board meeting is scheduled for April 2.

FINANCE & SUPPORT – Lloyd reported the cut off date for budget entries is April 17.

Information Technology – Anne reported the credit card feature has been implemented at the Circulation Desk at six libraries.

Meeting adjourned @ 9:55 a.m.