

Administrative Team Minutes

April 8, 2009



Present:

Denyveta Davis, Chair
Donna Morris
Jim Welch

Ric Rea
Todd Olberding
Candace McDaniel

Karen Marriott
Patrick Williams
Lloyd Lovely

Excused

Ernestine Clark
Kim Terry

Anne Fischer

Dana Morrow

Guests

Stacy Schrank
Leadership MLS Class III:
Charla Aucone
Aaron Killough

Teresa Goggins

Chris Carroll

NEW ITEMS

- Leadership MLS Class III ~ Stacy Schrank introduced the Leadership MLS Class. He handed out portfolios to each person.
- Friends Grants ~ Donna handed out a spreadsheet of Friends Grant requests for 2009. The spreadsheet only includes grants that have been approved by the MLS group. The Grant committee for the Friends will be meeting tomorrow night to review the requests. Donna and Dana will be attending the meeting.

CALENDAR REVIEW

May 20 ~ Ad Team meeting cancelled for all day workshop at Moore Public Library. Managers meeting that afternoon will be re-scheduled.

The A & P Committee and Finance Committee will be meeting in May.

REPORTS

FACILITIES MAINTENANCE – Patrick reported he attended the Prepare Training yesterday.

Shelving at Midwest City has been installed. The conference room at Warr Acres is scheduled to be painted April 30. Harrah will be closed on Friday.

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

Budget entries for accounts 101 and 102 have been completed.

Human Resources should have insurance renewal rates by May 5, in time for A & P committee meeting.

LIBRARY OPERATIONS & PLANNING – Kay reported she is looking into options for the future renovation of the Southern Oaks Library. She continues to work on updating policies and procedures.

The Planning department will be meeting tomorrow regarding the culture survey results.

LIBRARY OPERATIONS – Denyveta reported she has met with Nita regarding the culture survey results. She also met with the extension staff regarding the results at the bi-annual meeting last week.

Managers will be going to Tulsa next Monday for the third annual Tri-system retreat. The day of training will focus on Generations in the Workplace.

Denyveta is currently conducting site visits.

CONSTRUCTION MANAGEMENT – Todd reported on the various Capitol Projects. The Service Center continues to be moving forward on schedule.

ADMINISTRATION/COMMISSION – Donna reported on Senate Bill 834, the bill relating to de-regulation of schools. Amendments have been made to the proposed bill.

Donna will be going to Washington D.C. for National Library Legislative Day May 10.

FINANCE & SUPPORT – Lloyd reminded Ad Team the budget is due by next Friday.

Literary Voices is next Tuesday evening. To date, 300 plus tickets have been sold.

Lloyd will be meeting with Development next Friday regarding the Culture Survey results.

INFORMATION TECHNOLOGY – Jimmy reported a pre-bid meeting for wiring at Ralph Ellison and the Service Center will be later this month.

Credit card machines are operational at the 12 full service libraries.

Meeting adjourned @ 10:20 a.m.