

# Administrative Team Minutes

June 3, 2009



## **Present:**

Anne Fischer, Chair  
Donna Morris  
Jim Welch  
Dana Morrow

Ric Rea  
Todd Olberding  
Candace McDaniel  
Lloyd Lovely

Karen Marriott  
Kay Bauman  
Patrick Williams  
Denyvetta Davis

## **Excused**

Kim Terry

## **Guests:**

Ann Meeks ~ Leadership MLS

## **Calendar Review**

July 3 ~ Libraries Closed

July 16 ~ The commission meeting will be at Edmond (Bethany will host)

July 16 & 17 ~ Service Center staff will preview the Service Center

July 21 & 22 ~ Service Center tour (preview) for MLS staff & Commission

## **REPORTS**

**FACILITIES MAINTENANCE** – Patrick reported another driver, John Vodka, has been hired for Maintenance; he began on Monday, June 1.

Maintenance will be replacing ceiling tile at Del City within the next week or so after the library has closed.

**HUMAN RESOURCES** – Ric reported the vacancy report was sent out via email this morning.

Insurance re-enrollments need to be completed by July 1.

**MARKETING AND COMMUNICATIONS** – Kay reported in Kim's absence, she has been meeting with Marketing weekly. They are currently working on the media schedule for Summer Reading.

**MATERIALS & OUTREACH** – Karen reported changes will be made to *OverDrive*. E-Books will be added to the service. Customers will be able to rate materials and also be able to choose a lending period of 7 to 14 days. Karen has been working on cataloging *OverDrive* titles.

Heidi Johnson has hired a new Technical Processor. Karen gave Kudos to Roy Ballou for going the extra mile, so the new employee could begin work on June 15<sup>th</sup>.

**OUTREACH** – Dana reported Summer Reading has begun and is off to a great start. Spoticus is busy visiting all the branches. Neighborhood Arts has also begun.

**LIBRARY OPERATIONS & PLANNING** – Kay reported on the Culture Survey. Her group (Resistance to Change) has set a meeting date. Information on the various groups formed from the Culture Survey was included in the June issue of *Shelf Life*.

Stacy is working on Office 2007 training, as well as Performance Appraisal training.

**LIBRARY OPERATIONS** – Denyvetta shared stats from the first day of Summer Reading. Edmond circulated 8,394 items. She also shared several articles regarding various events at the libraries.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace reported on meeting room usage. Revenue from booking meeting rooms has increased by 25% compared to last year.

Noon Tunes has been a success in attracting new library customers.

**CONSTRUCTION MANAGEMENT** – Todd reported the finish date for the Downtown Alley construction work has been delayed until August 20.

**ADMINISTRATION/COMMISSION** – Donna reported the Friends and Endowment Trust have agreed to fund \$25,000.00 each for public art for Ralph Ellison.

There are several commission members who have terms expiring this year. Donna is working on contacting those members.

**FINANCE & SUPPORT** – Lloyd reported the new Development Director, Diane Sarantakos, will begin on June 29.

The annual audit will begin August 10.

**Information Technology** – Anne has completed the annual Information Technology report. It will be included in this month's commission packet.

Meeting adjourned @ 10:35 a.m.