

Administrative Team Minutes

June 17, 2009



Present:

Anne Fischer, Chair
Donna Morris
Jim Welch
Dana Morrow

Ric Rea
Todd Olberding
Candace McDaniel
Lloyd Lovely

Karen Marriott
Denyveta Davis
Patrick Williams

Excused

Kim Terry

Kay Bauman

REPORTS

MATERIALS & OUTREACH – Karen reported on additional changes that will be made to *OverDrive*. In addition to eBooks, there is going to be a new Media Console released that will allow iPod and iPhone users to also be able to use the items that are in the WMA format.

OUTREACH – Dana reported that the library is receiving great press on Summer programs. She said that there is a 15% increase in sign-up for the first two weeks. They believe that some students may be signing up twice because their day camp takes them to a library and then their parents take them to a different library. They would like to have online registration. She will get with Jimmy & Anne about other libraries sign-up and what they would like to see.

She also reported good attendance at summer programs and said that the Computer Lab is open from 9-11am on Wednesday mornings to assist people with job resumes and job hunting. Wendy Gabrielson is working with customers during this time to assist them with computer training.

LIBRARY OPERATIONS – Denyveta has been out visiting libraries; she spent the afternoon at Wright on Tuesday. A committee of library managers has updated the Page Manual and it will soon be available to all pages.

She invited everyone to attend the June 24th Library Manager's meeting. Linda Hyams, Patrick Williams, and an OCPD officer will be talking with managers about gang awareness and graffiti. The meeting will be held at the Del City Library.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported there has been a lot of meeting room activity in the building. The Dead Center Film Festival was here over the weekend and she has had a lot of involvement in summer programs at the Downtown building.

CONSTRUCTION MANAGEMENT – Todd reported on an impromptu meeting called by the city to talk about ADA issues at Capitol Hill, Wright, and Belle Isle. There are several issues under discussion and will more information will be available at a later date.

The Service Center completion date is now the end of October. Ralph Ellison is still on schedule to move back in during the month of August, opening at the end of August.

ADMINISTRATION/COMMISSION – Donna reported that the Commission meeting is tomorrow with the budget being the primary item on the agenda. The clip from the Today Show about libraries will also be shown to the Commission at the meeting.

Her office has also been working on letters to the cities regarding re-appointment of commission members. They are also looking at applications and will be conducting interviews for the Receptionist position but it will be a few weeks before someone is selected.

FINANCE & SUPPORT – Lloyd reported that the new FY begins in two weeks. The final numbers for the budget should be in the last of July so that the FY10 budget can be finalized.

The annual audit will begin August 10.

Information Technology – Anne reported that the rough-in of Ralph Ellison's data/telecommunication wiring began this week. She also reported that a fixed display projector is being installed in the Forum Room at Midwest City and she has been coordinating with the electrician and Ford Audio to get this work completed.

Jimmy is participating on a committee with Patrick, Kay, Karen Marriott, Lloyd, and Stuart that will be looking at the delivery schedule. Right now, Stuart is working with data provided by Jimmy regarding delivery of materials to the libraries. The committee will be meeting next month to begin discussing many possible scenarios on changes in the delivery schedule to benefit customers as well as take advantage of the new Service Center location, sorting equipment, and the addition of a third delivery driver.

FACILITIES MAINTENANCE – Patrick reported that Stuart rode the delivery route with Mark on Tuesday to observe the process first hand. He also assisted the driver with sorting and delivery.

Patrick also reported that the ceiling tile at Del City has all been replaced with removable tiles and a new breaker panel has been installed. The Belle Isle parking lot has been re-striped. Water heater inspections have been completed at all libraries.

Patrick also reported that he has met with Michael about the Ralph Ellison move and what they will be doing to assist with the move including hiring of temporary workers and trucks for moving items from the temporary building.

HUMAN RESOURCES – Ric reported the vacancy report will be sent out later today.

Benefits re-enrollment forms were due in to Human Resources on Monday, June 15th. Many employees did not complete the beneficiary form on life insurance but it is required because there is a new carrier this year and they must have the information on their forms. They will begin making phone calls today to employees that have not sent in their forms.

General Discussion – Todd asked about the Ralph Ellison artwork. Donna has it on her “To Do” list and will be setting up a committee to assist with choosing the art for Ralph Ellison. In addition to library staff, there will be representation from the Endowment Trust, the Friends of the Library, and the State Arts Council.

Meeting adjourned @ 10:45 a.m.