

Administrative Team Minutes

July 1, 2009



Present:

Dana Morrow, Chair
Donna Morris
Jim Welch
Anne Fischer

Ric Rea
Todd Olberding
Candace McDaniel
Lloyd Lovely

Karen Marriott
Diane Sarantakos
Kay Bauman

Excused

Kim Terry

Patrick Williams

Denyveta Davis

CALENDAR REVIEW

August 3 – Library Night @ the Ballpark

August 4 & 5 – Service Center Tours from 4 to 5 pm

Finance Committee – To be schedule first or second week of August

REPORTS

MATERIALS & OUTREACH – Karen reported she has been working on Service Center plans. Service Center staff will tour the building July 16 & July 17.

E-Book service is scheduled to go live July 15.

OUTREACH – Dana reported on Summer Reading statistics. She passed around a sample of the new Books by Mail Catalog. The Read to Me packets will be redesigned in the near future.

LIBRARY OPERATIONS & PLANNING – Kay reported the Web Services Manager position is still open. The recently approved policies will be uploaded to the web soon.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the revenue from last year compared to this year has doubled for meeting room bookings. Candace has been invited to speak to meeting planners with Price Edwards. The Neighborhood Arts program yesterday had 300 plus in attendance.

CONSTRUCTION MANAGEMENT – Todd reported the Service Center Completion date is currently scheduled for October 25.

The Downtown alley work is expected to be completed the first week of August. The parking garage construction is expected to begin October 1st. Donna suggested Lloyd have Frank Ray begin communicating with other garages for staff parking.

ADMINISTRATION/COMMISSION – Donna reported the ALA annual conference is next week. Jimmy will be in charge during her absence. Commission member, Cindy Mitas will be attending the conference.

FINANCE & SUPPORT – Lloyd reported he is currently working on closing out the fiscal year 08-09.

Information Technology – Anne reported she is working on year end reports. Jimmy has been working with Ric Rea on performance appraisal changes.

DEVELOPMENT – Diane reported the Endowment Trust officers will be meeting next Tuesday.

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

Training for trainers and supervisors for the new appraisal system will be beginning soon. More information will be sent out once it's available.

Meeting adjourned @ 10:00 a.m.