

Administrative Team Minutes

July 15, 2009



Present:

Dana Morrow, Chair
Donna Morris
Lloyd Lovely
Patrick Williams

Ric Rea
Todd Olberding
Candace McDaniel

Karen Marriott
Diane Sarantakos
Kay Bauman

Excused

Kim Terry
Denyveta Davis

Anne Fischer

Jim Welch

REPORTS

OUTREACH – Dana passed around Summer Reading stats. She reported the Childrens Music Fest is next week. Dana shared pictures from a recent weaving class at Midwest City Library.

LIBRARY OPERATIONS & PLANNING – Kay reported on the ALA annual conference. She will be on a mentoring committee with ALA.

LIBRARY OPERATIONS – Denyveta stated she has just returned from ALA in Chicago and will be making a full report on the conference at the next meeting. She shared pictures from recent extension events and shared thank you notes from library customers.

ADMINISTRATION/COMMISSION – Donna reported on commission members who are up for re-appointments.

The Ralph Ellison opening will be delayed to September 14 at the earliest.

DEVELOPMENT – Diane reported the author selection committee for Literary Voices will be meeting soon. Diane has met with both the Friends Boards and the Endowment Trust. She has also met with the Thunder basketball team along with Emily Williams and Lisa Wood, to initiate “Rebounds for Reading”.

FACILITIES MAINTENANCE – Patrick stated Maintenance will be installing benches at Midwest City this week. He is putting specs together for the roof at Midwest City and working on a schedule for parking lot striping at the branches.

HUMAN RESOURCES – Ric reported the vacancy report was sent out via email this morning. A tentative date of July 30 has been scheduled for training the trainers on the new appraisal system

MATERIALS & OUTREACH – Karen reported the new features to E-Media are up; an email reminder has been sent out.

Staff from Outreach, Cataloging and Tech Processing will be touring the Service Center tomorrow. Virtual tours of the Service Center will be made available on the intranet.

Meeting adjourned @ 10:00 a.m.