

# Administrative Team Minutes

July 29, 2009



## **Present:**

Dana Morrow, Chair  
Donna Morris  
Lloyd Lovely  
Patrick Williams

Ric Rea  
Todd Olberding  
Candace McDaniel  
Kim Terry

Jim Welch  
Diane Sarantakos  
Kay Bauman  
Anne Fischer

## **Excused**

Karen Marriott

Denyvetta Davis

## **Guests**

Teresa Goggins  
Stacy Schrank

Charla Aucone  
Aaron Killough

Ann Aliotta  
Chris Carroll

## **NEW ITEMS**

**LIBRARY COMMERCIALS** – Kim showed a series of three library commercials, recently filmed at the Downtown Library. The Friends of the Library provided a grant to the system to film the series of commercials. They will air on channels 4, 5, & 9. Three more commercials will be filmed in the spring at other library locations. If you have any ideas or suggestions, please let Kim know.

## **REPORTS**

**LIBRARY OPERATIONS & PLANNING** – Kay reported the Managers meeting was last week; Donna attended and spoke about the budget. The August managers meeting will be August 19 @ 1:00. The delivery route will be discussed. Kay sent an email to all supervisors with the meeting information.

The System Reserve Task Force met recently and the Tech Support group met yesterday.

The three groups formed from the culture survey have been meeting and preparing to take back their findings to the August X-Change meeting.

The policy and procedure group (Donna, Kay, Karen, and Kim) have been working on new policies for email and social networking.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace provided an update on the café. The Catering Company has closed its doors. Mariah, the Manager of the café, is in the process of getting everything switched to her name and hopes to be back open in the next couple of weeks.

**CONSTRUCTION** – Todd reported Service Center tours will be next Tuesday and Wednesday. Tour guides should be at the Service Center by 3:30.

The Northwest Library project should be out for bid within the next 4-6 weeks with ground breaking in 8 weeks.

The next Southern Oaks design meeting is scheduled for August 4.

**ADMINISTRATION/COMMISSION** – Donna reported two commission reappointments have been made; Ralph Bullard has been reappointed by the County Commissioners for a three year term and Lee Alan Leslie has been reappointed by the City of Midwest City for a three year term. Donna explained the board terms and how appointments are made.

Donna met with the City of OKC last week regarding ADA improvements that will need to be made.

**FINANCE** – Lloyd reported the Business Office Supply Catalog online has been updated. The catalog now contains pictures.

Downtown door installation for the restrooms and friends room is expected to begin August 3.

The Auditors will be here August 10 to begin the annual audit. Finance Committee will be meeting August 11 to review the proposed Final Budget.

**INFORMATION TECHNOLOGY** – Anne reported the training for the trainers of the new appraisal system will take place tomorrow.

Commission awarded the contract for Office 2007. IT will be updating staff computers with new software and then the public computers will follow.

IT has been busy working on the wiring at Ralph Ellison. Also, the software for the Sorter at the Service Center was tested and was successful.

**DEVELOPMENT** – Diane reported the teen volunteer party is scheduled for August 4 at LaserQuest.

An email has been sent out for a poetry contest. Diane asked Ad Team to encourage staff to participate.

Chris Carroll and Diane are working on stream lining the grant process.

The Endowment Trust meets this Thursday to begin the author selection for Literary Voices.

**FACILITIES MAINTENANCE** – Patrick reported the Service Center construction is coming along. Maintenance is in the planning process for a third route and driver.

**HUMAN RESOURCES** – Ric reported the vacancy report was emailed yesterday. The Administrative Receptionist position should be filled soon. The newly budgeted positions in the proposed final budget with a start date of October 6 are dependent upon approval of the final budget by the commission.

**MARKETING AND COMMUNICATIONS** – Kim reported she is working on a general MLS brochure that tells all about the system.

**OUTREACH** – Dana reported summer reading sign-ups for children is up 31.6% over last year and sign-ups for teens are up 26.6% over last year.

Regular meeting adjourned @ 10:10 a.m.

**SPECIAL PRESENTATIONS**

Leadership MLS III