

Administrative Team Minutes

August 12, 2009



Present:

Patrick Williams, Chair
Donna Morris
Lloyd Lovely
Dana Morrow
Denyveta Davis

Ric Rea
Todd Olberding
Candace McDaniel
Kim Terry

Jim Welch
Karen Marriott
Kay Bauman
Anne Fischer

Excused

Diane Sarantakos

Calendar Review

SEPTEMBER 12 – SEPTEMBERFEST

REPORTS

LIBRARY OPERATIONS – Denvyvetta shared customer thank you notes and kudos.

The Planning meeting for Circulation Clerk committee meetings will be today. They will be planning quarterly meetings for Circulation Clerks and are looking at the first meeting to be in October.

The Managers meeting is next week and on the agenda is the discussion of the new delivery process.

CONSTRUCTION – Todd reported the Service Center construction should be completed by the end of October.

The schematic design report for Southern Oaks is expected next week.

The Northwest Library project should be out for bid in the next 60 days.

ADMINISTRATION/COMMISSION – Donna reported the annual Latino Community Development Luncheon will be September 23. If anyone is interested in attending please let Donna know.

Donna sent a letter to the Mayor to ask him to consider more parking as part of the Maps 3 initiative.

The Finance committee met yesterday and approved the final budget. It will be taken to the commission for approval on August 27.

FINANCE – Lloyd reported the Auditors have begun their work today.

Lloyd will be distributing the Final Budget to the Managers.

INFORMATION TECHNOLOGY – Anne reported the installation of Office 2007 has begun. Jimmy is working on various Tech Support issues.

FACILITIES MAINTENANCE – Patrick has been working on Ralph Ellison construction issues.

HUMAN RESOURCES – Ric reported the vacancy report was emailed this morning.

MARKETING AND COMMUNICATIONS – Kim reported her office is busy working on several projects that are due within the next couple of weeks. She will be sending an email out regarding library commercials which will be airing on channel 9 beginning this week. They will air for the month of August on channel 9; the month of September on channel 5; and the month of October on channel 4.

MATERIALS & OUTREACH – Karen reported she is planning for the move to the Service Center.

Statistics for E-Pub will be included in the monthly commission information reports.

Karen attended the author selection committee meeting for Literary Voices.

OUTREACH – Dana reported on Library Night at the Ballpark. Dana and Kelley Riha will be attending a Community Health Fair. Outreach will be a part of a pow wow on Saturday.

LIBRARY OPERATIONS & PLANNING – Kay reported the X-change meeting will be Monday. The three sub-groups formed from the culture survey will be making their presentations.

The delivery meeting will also be next week during the Managers Meeting.

Kay is part of the ALA mentoring committee; the first teleconference meeting took place yesterday.

Regular meeting adjourned @ 10:35 a.m.