

Administrative Team Minutes

August 26, 2009



Present:

Patrick Williams, Chair
Donna Morris
Lloyd Lovely
Kim Terry

Ric Rea
Todd Olberding
Candace McDaniel
Jim Welch

Karen Marriott
Denyvetta Davis
Kay Bauman

Excused

Dana Morrow

Anne Fischer

Diane Sarantakos

REPORTS

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the United Way early bird kick off begins September 18. The committee will be hand-delivering packets to each of the libraries and departments. The goal is to increase donations by 10% from last year.

ADMINISTRATION & COMMISSION – Donna reported the commission meeting will be tomorrow at Belle Isle. New commission member Bose` Akadiri will be there.

FINANCE & SUPPORT – Lloyd reported the auditors have completed their field work. Their report is expected to be presented at the September commission meeting.

INFORMATION TECHNOLOGY – Jimmy reported the techs have finished installing Office 2007 on all computers.

FACILITIES MAINTENANCE – Patrick reported they are undergoing routine fire alarm inspections.

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

MARKETING & COMMUNICATIONS – Kim reported she will be teaching Word 2007. Rick George is working on several projects.

MATERIALS & OUTREACH – Karen reported for Dana, the Oklahoma City Indian Clinic pow wow was a success. September Fest will be September 12th at the Governors Mansion.

LIBRARY OPERATIONS & PLANNING – Kay reported she is preparing for interviews for the Web Developer Manager position. She is also working on various customer and personnel issues.

LIBRARY OPERATIONS – Denyvetta reported she, Dana, and Diane attended the State of the Schools session through the Greater OKC Chamber.

Denyveta reported the delivery schedule was discussed at the managers meeting. Some good feedback was received regarding the upcoming changes. Most of the employees are embracing the changes and are willing to make adjustments as needed. Next month's managers meeting will be used train the managers on the new appraisal system.

Meeting adjourned @ 9:45 a.m.