

Administrative Team Minutes

October 7, 2009



Present:

Todd Olberding, Chair
Karen Marriott
Lloyd Lovely
Anne Fischer

Jim Welch
Patrick Williams
Candace McDaniel

Diane Sarantakos
Denyvetta Davis
Kay Bauman

Excused

Dana Morrow

Ric Rea

Kim Terry

CALENDAR REVIEW

A & P Committee meeting – November 9 (Executive Director Evaluation)

REPORTS

ADMINISTRATION & COMMISSION – Donna reported the Governor's Arts Awards is October 20 @ 4:00. There are several award recipients who have connections to the library.

The commission meeting is October 15 @ Del City Library. There are several items of business on the agenda.

FINANCE & SUPPORT – Lloyd stated there has been a delay in the completion of the installation of the restroom doors downtown. The audit is scheduled to be presented at the commission meeting. Also, the surplus document for a sale will be included.

INFORMATION TECHNOLOGY – Anne commented on the email sent out yesterday regarding changes to CyberMars. The changes are currently only available to library staff. Two additional Express checkouts have been upgraded.

DEVELOPMENT – Diane reported the Endowment Trust is starting the annual funds campaign. Diane handed out order forms for Friends booksale shirts.

FACILITIES MAINTENANCE – Patrick reported he has hired two new drivers. Maintenance is preparing for the upcoming moves.

MATERIALS & OUTREACH – Pauline will be back the week of October 19. Selection staff are doing work at Jones today. Karen has sent an email out about changes to the eMedia site.

LIBRARY OPERATIONS & PLANNING – Kay reported the Strategic Plan Year in Review will be included in the commission packet this month. She is currently working on Performance Appraisal Training. The Policy and Procedure committee is working on social networking and email policies.

LIBRARY OPERATIONS – Denyveta attended the Del City community day. There was a great turnout with over 500 people in attendance. Denyveta also attended the Oklahoma writers and poets Hall of Fame dinner.

The quarterly circulation staff meetings will begin November 4. Denyveta is asking Managers to send one to three people from each location.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the Staff Recognition invitations have been sent out. The United Way has received over \$14,000.00 in donations so far. It's still not too late to donate department baskets or sign up for the bake sale. Candace will be sending out a reminder for everyone to bring money to FOCUS to buy raffle tickets.

There will be a Community Day at the Midwest City community center on October 24 from 10 to 4. The focus will be on Emergency Preparedness.

December 10 will be the annual Holiday Open House downtown.

Meeting adjourned @ 10:00 a.m.