

Administrative Team Minutes

October 21, 2009



Present:

Karen Marriott, Chair
Donna Morris
Lloyd Lovely
Anne Fischer
Diane Sarantakos

Dana Morrow
Todd Olberding
Candace McDaniel
Jim Welch

Karen Marriott
Denyveta Davis
Kay Bauman
Patrick Williams

Excused

Ric Rea

Kim Terry

REPORTS

ADMINISTRATION & COMMISSION – Donna and Todd will be meeting with the Edmond Mayor on November 5. Work is continuing on Ralph Ellison and Service Center issues. We should have a grand opening date for Ralph Ellison in the next couple of weeks. Donna thanked everyone for their patience with the construction work in the alley.

FINANCE & SUPPORT – Lloyd has completed the Endowment Trust Audit. Retirement meetings for the defined contribution plan will be set up next month.

INFORMATION TECHNOLOGY – Anne reported they are working with Cox preparing for the upcoming openings of the Service Center and Ralph Ellison.

DEVELOPMENT – Diane reported Rick George has completed the design for Literary Voices. The annual funds committee for the Endowment Trust will be meeting with Kim Terry soon.

FACILITIES MAINTENANCE – Patrick reported Maintenance has two new drivers. A new Maintenance Tech started yesterday.

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

MARKETING & COMMUNICATIONS – Kim reported she is near completion with the first design of the MLS brochure. She is working on the annual report. In an effort to go “green” the annual report will be available online instead of printed for distribution.

MATERIALS & OUTREACH – Karen reported Pauline is back part-time.

OUTREACH – Dana handed out the Noon Tunes schedule for November and December. January 10th will be the reception for the Ernestine Hill Clark concert series.

LIBRARY OPERATIONS & PLANNING – Kellie Bradford is back with the system. She is the new Web Manager. Kay is working on the new appraisal system.

LIBRARY OPERATIONS – Denyveta reported the Managers Meeting is this afternoon at Warr Acres. Denyveta and Stacy Schrank attended the Disney Institute, which consisted of four areas of leadership. Denyveta shared customer kudos.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace is working on the Staff Recognition Dinner. She is also working on details for Opening Night; CDS Jazz Band will be the entertainment that evening.

Meeting adjourned @ 10:20 a.m.