

Administrative Team Minutes

February 24, 2010



Present:

Kim Terry, Chair
Anne Fischer
Lloyd Lovely
Todd Olberding

Karen Marriott
Denyvetta Davis
Dana Morrow
Kay Bauman

Jim Welch
Ric Rea
Donna Morris

Excused:

Patrick Williams

Candace McDaniel

NEW ITEMS

Review of the 3 ad hoc committee recommendations – Kay

Ad Team reviewed recommendations from the three ad hoc committees which were formed from the cultural survey. It was decided that Donna, Kay, Kim and Jim will meet and review in depth the proposals and respond to each committee on future action.

Calibration of appraisals – Kay

Kay reported on the calibration of the new appraisal system. Currently Kay and Denyvetta have been calibrating every appraisal they have done. Kay asked for input on ways to make sure the calibration is consistent across the system. Questions and discussion followed. It is important that there is consistency with defining what meets and exceeds standards. Kay will be bringing a couple of examples to a future Ad Team meeting.

REPORTS

OUTREACH – Dana reported the enrollments for Winter ReadFest are going well.

Lisa Wood has been asked to be on the Rainbow Fleet Board.

LIBRARY OPERATIONS – Denyvetta shared articles from the recent Asian Festival. She also shared customer kudos and thank you notes.

The Managers meeting is this afternoon at Edmond.

CONSTRUCTION – Todd reported the construction contract for the Northwest Library project has been awarded to Atlas. The Northwest Groundbreaking will be March 30 @ 2 p.m.

The Southern Oaks project is expected to begin in the fall.

The city will hire an architect to do a study to determine the best way to move forward for Capitol Hill.

ADMINISTRATION/COMMISSION – Donna stated Lloyd will be working on a budget workshop for the commission before the April meeting.

FINANCE & SUPPORT – Lloyd reported his office is short staffed. Lisa will begin inventory for all departments and locations this week. Sylvia and Pete will be assisting Lisa in the process.

INFORMATION TECHNOLOGY – Anne reported the electronic W-2's were filed successfully.

The Call Manager and Voice Mail system will be upgraded on March 7. All staff will need to re-record their voicemails on March 8. Anne will be sending out an email to all correspondents.

IT is working on installing security equipment for Ralph Ellison and the Service Center.

DEVELOPMENT – Diane reported the Friends Book sale brought in \$241,951.00.

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

MARKETING & COMMUNICATIONS – One of Kim's library tweets was selected and posted on an electronic billboard by Lamar Advertising.

Kim will be going to the Service Center Thursday to finalize signage needs.

MATERIALS & OUTREACH – Karen reported things are going well at the Service Center.

Karen is working on a report for e-media. The usage of the service continues to increase.

Meeting adjourned @ 11:00 a.m.