

Administrative Team Minutes

March 10, 2010



Present:

Lloyd Lovely, Chair
Karen Marriott
Denyveta Davis
Kay Bauman

Diane Sarantakos
Ric Rea
Donna Morris
Patrick Williams

Candace McDaniel
Jim Welch
Dana Morrow

Excused:

Todd Olberding

Anne Fischer

Kim Terry

CALENDAR REVIEW

MARCH & APRIL 2010

MARCH 18 – NW COMMUNITY MEETING

MARCH 30 – NW GROUNDBREAKING @ 2 P.M.

APRIL 13 – LITERARY VOICES

APRIL 20 – DN LIBRARY TO CLOSE AT 6 P.M. FOR OLA RECEPTION.

REPORTS

LIBRARY OPERATIONS & PLANNING – Kay reported the information about the calibration of appraisals has been presented to the DED's and will be brought to Ad Team at a later date.

LIBRARY OPERATIONS – Denyveta attended the Floyd Cooper presentation at the Midwest City Library.

Denyveta shared customer kudos she has received.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the Staff Recognition event has been scheduled for November 20 at the Clarion.

ADMINISTRATION/COMMISSION – Donna asked for suggestions for a possible Ad Team retreat. Donna suggested devoting a future Ad Team meeting to budget discussion, if no retreat is scheduled.

FINANCE & SUPPORT – Lloyd reported Frank Ray is back today.

INFORMATION TECHNOLOGY – Anne & Jimmy have been working on the sorter at the Service Center.

The call manager and voicemail upgrade went well.

Techs are installing new computers at various locations.

DEVELOPMENT – Diane reported the deadline for the Friends grant requests is approaching. They are due to supervisors Friday, March 12.

The final invite for Literary Voices will be going out this week.

FACILITIES MAINTENANCE – Maintenance is working on parking lot striping at Bethany. Patrick is working with Todd on the Southern Oaks project.

HUMAN RESOURCES – Ric reported Human Resources staff will be attending a regional conference in April at the Sheridan Cox Center. Human Resources will have minimum staff that week.

The vacancy report was sent out this morning. A ¾ time position for Tech Processing will be added to the vacancies.

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

OUTREACH – Dana reported her office is working on grant requests. She thanked Diane for the simplicity of the new forms.

Dana handed out the new “Come Read with Me” brochures.

Other Questions and Comments: There will not be an Ad Team meeting on March 24, due to the PLA conference that week.

Meeting adjourned @ 10:05 a.m.