

# Administrative Team Minutes

April 7, 2010



## **Present:**

Candace McDaniel, Chair  
Donna Morris  
Lloyd Lovely  
Jim Welch

Diane Sarantakos  
Todd Olberding  
Ric Rea  
Karen Marriott

Kay Bauman  
Denyveta Davis  
Patrick Williams  
Kim Terry

## **Excused:**

Dana Morrow

Anne Fischer

## **CALENDAR REVIEW**

APRIL & MAY 2010

## **REPORTS**

**LIBRARY OPERATIONS** – Denyveta shared a newsletter from FOLIO which included an article of the opening of the newly renovated Ralph Ellison Library.

The Bi-annual extension meeting will be Monday @ 9:15 at the Wright Library. The extension staff will be going to the Service Center for a tour that afternoon.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace stated the OLA reception will be at the Downtown Library April 20. They are expecting 300 to 400 people in attendance. The library will close at 6:00 p.m. and the event will begin at 7:00 p.m. Guided tours will be offered every 20 minutes. If anyone would like to volunteer, please contact Candace. Ric reminded Ad Team if non-exempt employees volunteer, their schedules will need to be adjusted.

**CONSTRUCTION MANAGEMENT** – Todd stated the first construction meeting for the Northwest Library will be tomorrow. They will be meeting every two weeks.

The Southern Oaks renovation will possibly begin in September or October. A temporary site for Southern Oaks will need to be identified soon.

**ADMINISTRATION/COMMISSION** – Donna shared an article from the Journal Record about the Ralph Ellison Library.

The commission agenda will be short this month. Donna asked if anyone has any presentations they would like to have added to the agenda, let her know.

Donna attended OLA Legislative Day at the capitol yesterday.

**DEVELOPMENT** – Diane stated the Grants Committee will be meeting next week.

The Ralph Ellison Public Arts Committee will be meeting at the end of May to review artists.

Diane will be in Tulsa tomorrow, meeting with their Director of Development.

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

**MARKETING AND COMMUNICATIONS** – Kim reported BJ is retiring at the end of this month. Doug Bentin and Kelley Riha will continue the Read About It program through the end of June.

Library commercials were filmed in March, Kim will try and show them at the next Ad Team meeting.

Kim will be budgeting to update the signage at Luther, Nicoma Park, and Jones.

**MATERIALS & OUTREACH** – Karen has been working on the budget.

The OverDrive bus will be visiting the Midwest City and Del City Libraries in May.

**LIBRARY OPERATIONS & PLANNING** – Kay provided an update to the new delivery routes. Stu spent three days with the drivers, visiting all the libraries. Everything seems to be right on track with the new delivery routes.

**Other Questions and Comments:** Diane asked how the process is going for customers picking up their own reserves at Ralph Ellison. Denyveta reported that Michael spoke to the Managers at the Managers meeting. The process is going well. Privacy does not seem to be an issue. Also, there have not been any problems with customers getting materials not for them. Ralph Ellison is currently the pilot for the new process.

Meeting adjourned @ 10:13 a.m.