

Administrative Team Minutes

April 21, 2010



Present:

Candace McDaniel, Chair
Jim Welch
Kay Bauman
Kim Terry

Lloyd Lovely
Anne Fischer
Donna Morris
Ric Rea

Dana Morrow
Diane Sarantakos
Todd Olberding

Excused:

Denyvetta Davis

Karen Marriott

Patrick Williams

REPORTS

ADMINISTRATION/COMMISSION – Donna thanked everyone for their help with the OLA reception that was held at the Downtown Library.

A tentative date for the Long-Range Planning Committee has been set for May 12.

OUTREACH – Dana stated her office is busy preparing for Summer Reading. The collating of the packets will take place at the Service Center this year.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she has received many compliments about the library staff and their help with the OLA reception. There was a great turnout.

CONSTRUCTION – Todd provided construction updates. The Southern Oaks design process is 2/3 complete. The Del City City Council awarded the contract for the Community Center renovation to Howard and Associates.

FINANCE & SUPPORT – Lloyd thanked everyone for their work on the budget. The Finance Committee meeting will be scheduled within the next month.

INFORMATION TECHNOLOGY – Anne reported Midwest City and Village are expected to begin self-checkout of reserves process May 10.

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

MARKETING AND COMMUNICATIONS – Kim reported BJ's retirement party will be Friday, April 30 from 2-4 p.m.

Kim has been working on videos of all the libraries and stats for each library. The videos will be saved on to flash drives and presented to commission members for volunteer appreciation at the May meeting. Kim is also working on a similar project for the Friends.

Meeting adjourned @ 10:00 a.m.