

# Administrative Team Minutes

May 5, 2010



## **Present:**

Diane Sarantakos, Chair  
Jim Welch  
Lloyd Lovely  
Kay Bauman

Candace McDaniel  
Anne Fischer  
Denyveta Davis  
Todd Olberding

Karen Marriott  
Patrick Williams  
Donna Morris

## **Excused:**

Dana Morrow

Ric Rea

Kim Terry

## **CALENDAR REVIEW**

MAY & JUNE 2010

## **REPORTS**

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace reported Summer Reading preparations are underway at the Service Center.

**CONSTRUCTION MANAGEMENT** – Todd reported on the Jones City Council meeting that he and Donna attended. They provided the city council with cost information on a 2200 square foot library. The City of Jones seems to be very committed and are very excited about the future. The information will be going to the Long-Range Planning Committee meeting on May 12 to be recommended to be included in the library system's Long-Range Plan.

Todd will be attending the 1<sup>st</sup> design meeting with the architect for the Northwest Library this evening.

**ADMINISTRATION/COMMISSION** – Donna reported the Midwest City City Council has appointed Lee Alan Leslie's widow, Carolyn Leslie, to fill his unexpired term on the commission.

The Long-Range Planning Committee will be meeting on May 12. Kay will be providing an update on the current strategic plan.

**FINANCE & SUPPORT** – Lloyd reported that he and Donna have been conducting the budget meetings with Ad Team and their departments and are going well.

**INFORMATION TECHNOLOGY** – Anne reported she is continuing to work on the budget for IT.

Self pick-up reserves will be implemented at the Village and Del City on Monday, May 10.

**DEVELOPMENT** – Diane reported the Endowment Trust annual funds campaign was a success.

Heidi Port and other volunteers have been busy putting together materials for Summer Reading at the Service Center.

The Friends annual meeting will be Tuesday, May 18 at 6:00 p.m. at the Ralph Ellison Library. Donna will be the guest speaker.

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

**FACILITIES MAINTENANCE** – Patrick reported Maintenance has been doing some painting at Harrah. The Summer Reading process is going great at the Service Center.

**MATERIALS & OUTREACH** – Karen reported Dana is at the Service Center assisting with the Summer Reading work.

Karen thanked Anne and Jimmy for their work on the sorter at the Service Center.

The OverDrive mobile will be at Midwest City Library on May 25 and at Del City Library on May 26.

**LIBRARY OPERATIONS & PLANNING** – Kay reported she has been working on the budget as well as preparing for the self pick-up reserves to be implemented soon at the Village and Del City Library. Kay is also continuing work on appraisals.

**LIBRARY OPERATIONS** – Denyveta reported the 4<sup>th</sup> annual tri-system retreat was a great success. She has received lots of positive feedback from the event. Next year Pioneer will be hosting the retreat.

Denyveta attended the Town Hall Meeting regarding education.

Materials Selection staff will be visiting the extension libraries and assisting staff in weeding the collections.

Meeting adjourned @ 10:15 a.m.