

Administrative Team Minutes

May 19, 2010



Present:

Diane Sarantakos, Chair
Jim Welch
Lloyd Lovely
Kay Bauman
Kim Terry

Candace McDaniel
Anne Fischer
Denyveta Davis
Todd Olberding

Karen Marriott
Patrick Williams
Donna Morris
Dana Morrow

Excused:

Ric Rea

REPORTS

ADMINISTRATION/COMMISSION – Donna reported Kim Terry has been accepted in to the new Leadership OKC class.

Donna thanked all staff who attended the Friends meeting last night.

FINANCE & SUPPORT – Lloyd reported the surplus sale will be Friday, June 4 at the old Maintenance Center. Lisa is looking for volunteers to help work the sale.

INFORMATION TECHNOLOGY – Anne reported they are preparing for the webcam installation at the Northwest Library construction site.

DEVELOPMENT – Diane reported the final numbers for Literary Voices will be available soon.

The Ralph Ellison Public Arts committee meeting will be next Tuesday, May 25.

Diane also thanked everyone who attended the Friends meeting last night.

FACILITIES MAINTENANCE – Patrick reported Maintenance has been dealing with the effects of the recent bad weather. There was minimal tree damage and a gate and van were damaged at the Service Center.

MARKETING & COMMUNICATIONS – Kim reported Marketing will be ordering more business cards, if anyone needs more please send in a request to Nancy.

Kim has sent a draft of the “general brochure” to various people to get their input.

MATERIALS & OUTREACH – The Library Managers Meeting is this afternoon. DVD loan periods will be discussed at the meeting.

OUTREACH – Dana reported the Arts Council is looking at cuts in grants.

Dana attended an early childhood conference last night at Oklahoma City Community College.

Dana passed around the summer reading materials and brochures.

LIBRARY OPERATIONS – Denyveta attended a Chick-Fil-A Leadership Simulcast @ Crossings. She also attended the Mayors Roundtable luncheon.

Denyveta reported Pauline will be sharing information about routing materials at the Managers Meeting today.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported there is now a house phone on the 4th floor outside the auditorium. It automatically dials the conference service technician.

The United Way Committee has met and established a \$20,000 goal this year.

Meeting adjourned @ 10:20 a.m.