

Administrative Team Minutes

July 14, 2010



Present:

Anne Fischer, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman
Denyvetta Davis

Candace McDaniel
Jim Welch
Karen Marriott
Patrick Williams

Ric Rea
Dana Morrow
Donna Morris
Kim Terry

Excused:

Diane Sarantakos

NEW ITEMS

ALA CONFERENCE

Denyvetta, Donna, Todd, Kay and Kim provided information on the sessions and conferences they attended at ALA.

CALENDAR REVIEW

August 12 – tentative meeting date for Finance Committee

REPORTS

INFORMATION TECHNOLOGY – IT is working on installing Office 2007 on all public computers. They will be moving the children's computers at Edmond.

July 31st IT will be doing an upgrade on the non-stop system server.

FACILITIES MAINTENANCE – Patrick has been conducting interviews for Maintenance. He has also been working with Candace on Emergency preparation plans for the Service Center.

HUMAN RESOURCES – Ric reported the Vacancy Report was sent out this morning.

His office is currently working on the holiday and closing schedule for next year. Ric handed out draft copies for Ad Team review. Questions and Discussion followed.

MARKETING AND COMMUNICATIONS – Kim has ordered the Children and Teen signs for Ralph Ellison.

MATERIALS & OUTREACH – Karen reported changes have been made to the selectors' assignments.

New features for E-Books will be coming out soon on OverDrive.

OUTREACH – Dana reported the Summer Reading stats are up on goal 1 and goal 2 for both the Children and Teen programs.

There are two night time performances this year for Neighborhood Arts.

“Come Read with Me” is going great.

Library Night at the Ballpark will be August 2.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the final filming for the staff recognition committee will be done today.

CONSTRUCTION MANAGEMENT – Todd reported the 95% plans for Southern Oaks are in. The review of the plans is ongoing.

The assessment for Capitol Hill was started last week.

FINANCE – Lloyd reported he is working on the month end and year end budget for Endowment Trust. If anything needs to be changed in the Final Budget for the library system, please let Donna know as soon as possible.

Meeting adjourned @ 10:35 a.m.