

Administrative Team Minutes

July 28, 2010



Present:

Anne Fischer, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman
Diane Sarantakos

Candace McDaniel
Jim Welch
Karen Marriott
Patrick Williams

Ric Rea
Dana Morrow
Donna Morris
Kim Terry

Excused:

Denyveta Davis

NEW ITEMS

BREAK TIME FOR NURSING MOTHERS - RIC

Ric handed out copies of a Fact Sheet from the US Department of Labor Wage and Hour Division. Break Time for Nursing Mother under the FLSA. Questions and Discussion followed. Kay suggested this discussion also be conducted at the next Xchange meeting on Sept. 13.

REPORTS

DEVELOPMENT – Diane reported the author selection for Literary Voices will be finalized within the next couple weeks.

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

MARKETING AND COMMUNICATIONS – Marketing is currently working on uploading templates online for libraries to use to produce materials.

MATERIALS & OUTREACH – Karen reported it has been a record year. 225,363 items moved through Tech Processing and Cataloging.

Karen is currently reviewing the collection analysis.

OUTREACH – Dana reported 160 people were in attendance at the Wizard Rock performance at Edmond. 60 people were in attendance at Midwest City on Monday evening for Neighborhood Arts.

Library Night at the Ballpark will be Monday night. Outreach will again be handing out fans.

The Hispanic Expo is this weekend at the fairgrounds.

LIBRARY OPERATIONS & PLANNING – Kay reported Denyveta is on vacation this week.

Kay, Donna and several others met with ADG and looked at interior finishes for Southern Oaks.

Next week is the ALA Black Caucus Convention in Birmingham. Phil, Denyveta, and Michael will be attending.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the movie crew cast for “Bringing Up Bobby” will be having their lunch time here tomorrow.

ADMINISTRATION/COMMISSION – Donna reported the OKC Commission reappointments are on the agenda for the August 3rd City Council Meeting.

FINANCE & SUPPORT – Lloyd reported the auditors are starting their preliminary work today.

The Ad Valorem final numbers were received yesterday and are up 2.63%.

The annual Choctaw Guild meeting is scheduled for August 9.

Meeting adjourned @ 10:10 a.m.