

Administrative Team Minutes

September 22, 2010



Present:

Todd Olberding, Chair
Dana Morrow
Lloyd Lovely
Kay Bauman

Kim Terry
Jim Welch
Karen Marriott
Patrick Williams

Ric Rea
Anne Fischer
Diane Sarantakos
Denyveta Davis

Excused:

Candace McDaniel

REPORTS

MARKETING AND COMMUNICATIONS – Kim reported the design for the upcoming Friends booksale is complete. The theme will be: It's A Novel Idea

Booktoberfest is coming in October; Kim has been working to get information out about the new program for adults.

MATERIALS & OUTREACH – Karen reported the Service Center continues to be very busy.

OUTREACH – Dana reported Jenna from the Arts Council has agreed to coordinate schedules for Neighborhood Arts.

Dana shared brochures for upcoming programs and events.

LIBRARY OPERATIONS AND PLANNING – Kay reported the telephone survey has been completed and there is definitely an increase in awareness in library services compared to the previous telephone survey that was conducted.

Kay will be combining highlights of the strategic plan. She asked that any additional input be completed on the intranet by October 7.

LIBRARY OPERATIONS – Denyveta reported she attended the Materials Services Managers meeting. Karen and Janet will be attending the Library Managers meeting this afternoon.

CONSTRUCTION MANAGEMENT – Todd reported work is ongoing in finding a temporary site for Southern Oaks.

The Capitol Hill assessment is underway. The tentative schedule would put construction to begin in April 2011.

ADMINISTRATION/COMMISSION – Donna reported the December 9th commission meeting has been changed from Downtown to Capitol Hill.

A commitment from the City has been received regarding the replacement of the doors Downtown. They will be fully funding the project.

FINANCE & SUPPORT – Lloyd attended the annual BOK seminar. The topic this year was on identity theft and how to protect yourself from being a victim to identity theft.

DEVELOPMENT – Diane has received confirmation from the Washington Speakers Bureau that there will be an Author Confidential event the day after Literary Voices. Diane will bring the specific details to the Ad Team as they become available.

Development is working on the Endowment Trust Annual Funds campaign.

The landscaping project will begin at Ralph Ellison next week.

FACILITIES MAINTENANCE – Patrick reported Maintenance has two new techs. Fire extinguisher testing will take place today and tomorrow. Fire Alarms and Sprinklers will be tested next month.

HUMAN RESOURCES – Ric reported the Request for Proposals for a Compensation and Classification study will be going out to bid soon.

Meeting adjourned @ 10:25 a.m.