

Administrative Team Minutes

October 6, 2010



Present:

Karen Marriott, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman

Candace McDaniel
Jim Welch
Karen Marriott
Patrick Williams

Ric Rea
Anne Fischer
Diane Sarantakos
Denyveta Davis

Excused:

Kim Terry

Dana Morrow

CALENDAR REVIEW

November 4 – Tentative Administrative and Personnel Committee meeting

REPORTS

LIBRARY OPERATIONS & PLANNING – Kay reminded Ad Team the Job Description revisions are due by November 10. These need to be done prior to the Classification and Compensation Study.

The Strategic Plan annual review will be presented at the November Commission Meeting.

LIBRARY OPERATIONS – Denyveta reported October is Customer Appreciation Month. The libraries are doing a variety of activities for Customer Appreciation.

The annual Service Plans have been completed by the Managers and will be on the intranet next week.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the Corpus Christie Chamber of Commerce met here yesterday.

Invitations for the Staff Recognition dinner will go out next week.

ADMINISTRATION/COMMISSION – Donna attended the Public Library Director's Council last week. She provided information on House and Senate Bills that would have an impact on the system.

FINANCE & SUPPORT – Lloyd has completed the updates to his job descriptions.

The Audit is complete and will be presented to the commission in October.

INFORMATION TECHNOLOGY – Anne reported IT's job descriptions have been completed.

IT is currently working on resolving phone issues with Midwest City.

DEVELOPMENT – Diane reported she is working with Library Attorney, Bill Comstock, on the the Public Art contract.

The first meeting for the Ralph Ellison landscape project has taken place.

The new Friends and Endowment Trust websites will be up soon.

FACILITIES MAINTENANCE – Patrick reported he is has been working on hot water issues Downtown this morning.

The routine testing of the fire extinguishers is complete.

The job descriptions for Maintenance are complete.

HUMAN RESOURCES – Ric reported the Request for Proposals for a Classification and Compensation study were sent out last week.

The position vacancy report was sent out via email yesterday.

Meeting adjourned @ 10:08 a.m.