

Administrative Team Minutes

November 3, 2010



Present:

Lloyd Lovely, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman

Candace McDaniel
Jim Welch
Karen Marriott

Ric Rea
Dana Morrow
Diane Sarantakos

Excused:

Patrick Williams
Kim Terry

Donna Morris

Anne Fischer

Guest:

Heidi Port

NEW ITEMS

1. Volunteer Opportunities for 2011 – Heidi Port

Heidi presented the proposed Staff Volunteer Opportunities for 2011. Included in the handout were the results from the Volunteer Opportunities for 2010. In 2010 227 staff volunteered, which is over 50% of the staff. All staff who participated in the volunteer opportunities did so in at least two events. Questions and Discussion followed. Heidi encouraged Ad Team members to go to www.lifehacker.com to watch the video titled "The Surprising Realities Behind What Motivates Us".

CALENDAR REVIEW

November 30 – Library Retirement Pension Board Meeting at Belle Isle at 3:30

December 9 – Library Commission meeting has been changed from Downtown to Capitol Hill

REPORTS

LIBRARY OPERATIONS & PLANNING – Kay is working on finalizing the Strategic Plan Highlights to be presented to the commission this month.

Changes to the DVD loan periods were made this week. The loan period for DVD's will now be two weeks instead of one.

LIBRARY OPERATIONS – Denyveta reported Daniel Fields at Bethany was nominated by a library customer and won the Pay It Forward award from KFOR.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace is working on preparations for the Staff Recognition Dinner. Five Library Commission members will be attending.

The Downtown Library Christmas Party will be December 15. The lunch this year will be pot-luck and sign-up sheets will be made available. Candace will be accepting donations if anyone would like to contribute.

Christmas decorations Downtown will begin going up a couple days before Thanksgiving. The tree will go up the week after Thanksgiving.

The annual Open House will be Sunday, December 12. Picture This photography will be doing pictures with Santa again this year. The café will also be providing cookies and Hot Cocoa. There will be several representatives from different library locations within the system at the Open House.

CONSTRUCTION MANAGEMENT – Todd reported he is continuing to seek out possibilities for a temporary library location for Southern Oaks.

Donna and Todd met with the City of Jones last week. They will be working on a letter of intent with Jones to be presented to the Jones City Council December 14.

The City of Del City has approved renovations plans for the Community Center.

FINANCE & SUPPORT – Lloyd is working on finalizing the year-end audit for the Endowment Trust.

INFORMATION TECHNOLOGY – Anne reported IT is currently working on replacing the old servers and moving information to the new servers.

DEVELOPMENT – Diane reported the Literary Voices sponsorships received is at \$128,000; of that there have been a record number of four \$10,000 sponsorships for the event. Seats are selling out fast. Meetings are ongoing for the day after Author Confidential event. Details for the event are still being worked out.

The new Friends website is up. Booksale tickets and memberships can now be purchased online.

HUMAN RESOURCES – Ric reported two proposals were received for the compensation and classification study. The contract award for the study will be on the commission agenda this month.

The position vacancy report was sent out via email this morning.

MATERIALS & OUTREACH – Karen reported some employees with the Tulsa City-County Library will be visiting the Service Center tomorrow to look at the Sorter.

Karen is working with Jimmy on changes to the receiving system.

OUTREACH – Dana reported the Booktoberfest program is completed. Dana will be providing results from the program later.

Meeting adjourned @ 10:26 a.m.