

Administrative Team Minutes

November 17, 2010



Present:

Patrick Williams, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman

Candace McDaniel
Jim Welch
Karen Marriott
Anne Fischer

Ric Rea
Dana Morrow
Donna Morris
Diane Sarantakos

Excused:

Denyveta Davis

Kim Terry

REPORTS

LIBRARY OPERATIONS – Kay reported, in the absence of Denyveta, the Library Managers meeting will be this afternoon at the Village.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace is currently working on Staff Recognition as well as the plans for the Annual Holiday Open House and Opening Night.

CONSTRUCTION MANAGEMENT – Todd reported the City of Del City has issued drawing for bid. The contract is expected to be awarded by the city the first week in January, with renovations to the community center beginning shortly after that.

There are two possibilities at this time for a temporary location for Southern Oaks library. Both locations are owned by the same person. One location is at SW 59th and May and the other is located at SW 59th and Penn. It is anticipated the move will take place the first week of April.

Todd attended a City of Edmond meeting recently regarding the parking situation at the Edmond Library.

ADMINISTRATION/COMMISSION – Donna thanked everyone for their help in working to find a temporary location for the Southern Oaks Library.

The contract award for the Classification and Compensation study will be on this month's commission agenda. There is a timeline to have the Classification and Compensation study completed by the end of April in order to have the information available for the Finance Committee at the time of the Preliminary Budget approval for next fiscal year.

Donna has issued a letter to the Oklahoma City Mayor, requesting he appoint a new commission member to replace Carolyn Willis.

FINANCE & SUPPORT – Lloyd reported the insurance settlements for the hail damage to library roof's has been received.

Security Services are going to be re-bid. There will be a pre-bid meeting today at 10:00.

INFORMATION TECHNOLOGY – Anne reported IT will be attending the Library Managers meeting today.

Anne is currently working on getting pricing for new computers to be awarded at the December Commission meeting.

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.

DEVELOPMENT – Literary Voices ticket sales are going well. As of last night 474 tickets have been sold.

Annual Funds letters went out on Monday for the Endowment Trust and there have already been 11 new donors.

Landscaping projects are currently underway. Ralph Ellison is expected to be completed by Thanksgiving. Once Ralph Ellison is complete, landscaping will begin at Village followed by Belle Isle.

FACILITIES MAINTENANCE – Patrick reported the boiler inspections for the second time were completed yesterday.

Patrick will be looking for a bike rack to install at the Ralph Ellison Library.

MATERIALS & OUTREACH – Karen reported Melissa Weathers has returned back to work from Maternity Leave.

There are record numbers of materials and boxes being received at the Service Center.

Karen will be speaking at the Endowment Trust Board meeting tomorrow.

OUTREACH – Dana reported on the results from Booktoberfest. They will be looking into combining Booktoberfest with Winter ReadFest in 2012.

Outreach is currently working on contracts for next year.

LIBRARY OPERATIONS & PLANNING – Kay reported the 3rd year highlights for the Strategic Plan will be included in this month's commission packet.

The Policy and Procedure committee is working to finalize the Social Networking Policy by the end of the year.

Meeting adjourned @ 10:15 a.m.