

Administrative Team Minutes

January 26, 2011



Present:

Kim Terry, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman

Candace McDaniel
Denyvetta Davis
Karen Marriott
Patrick Williams

Ric Rea
Dana Morrow
Donna Morris
Diane Sarantakos

Excused:

Jim Welch

Anne Fischer

REPORTS

DEVELOPMENT – Diane stated landscaping projects are continuing. Ralph Ellison and the Village have been completed. Work is currently underway at Belle Isle.

The Public Art Committee for the Northwest Library will be meeting in the next couple of weeks.

FACILITIES MAINTENANCE – Patrick reported he is working on the upcoming preliminary budget information for the Maintenance Department.

HUMAN RESOURCES – Ric reported the PDQ's are being sent to the Singer Group today.

MATERIALS & OUTREACH – Karen reported she is working on the budget.

OUTREACH – Dana reported Mandalay has bought out the Redhawks baseball team. This could have an effect on "Library Night at the Ballpark". Dana will provide more information as it becomes available.

Winter ReadFest will be beginning February 1st.

Dana passed around newspaper articles relating to library events and also flyers for upcoming library events.

LIBRARY OPERATIONS & PLANNING – Kay reported the Internet Communication Guidelines have been posted online.

Angela Thornton is working with current UCO students to create a design layout for the desks at the Edmond Library.

LIBRARY OPERATIONS – Denyvetta will be reviewing applications for the Manager of Library Operation position for Del City next week.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace has been working on the safety manuals and chemical inventories. She has also been working with the staff recognition committee and planning for this years event.

CONSTRUCTION MANAGEMENT – Todd reported the plan is to begin the move into the Southern Oaks temporary site in early April and open in mid April.

Todd has been attending the Maps 3 senior center committee meetings at the City.

ADMINISTRATION/COMMISSION – Donna reported the Legislature begins session on February 7.

Donna attended the Washington Office update at ALA. She will also be attending National Legislative Day in May in Washington.

MARKETING & COMMUNICATIONS – Kim reported the Annual Report will be presented at the February commission meeting.

Meeting adjourned @ 10:00 a.m.