

Administrative Team Minutes

March 9, 2011



Present:

Lloyd Lovely, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman
Jim Welch

Candace McDaniel
Denyveta Davis
Karen Marriott
Patrick Williams
Anne Fischer

Ric Rea
Dana Morrow
Donna Morris
Diane Sarantakos

NEW ITEMS

Performance Appraisal System – Ric emailed a draft procedure for the calibration of performance appraisals to the Ad Team. He stated a decision needs to be made on whether to continue calibrating appraisals. Questions and discussions followed. It was determined the discussion and procedure in question would be sent to the Policy and Procedure committee for further review and decision.

CALENDAR REVIEW

April 6 – Library Retirement Pension Board @ 3:30 – Downtown

Donna reported the Singer Group will be here for a follow-up in the near future, although a confirmed date has not been set yet.

REPORTS

FINANCE & SUPPORT – Lloyd reported Dan and Patrick are making their rounds to gather information for the upcoming budget process. April 15 is the deadline to enter budget information.

INFORMATION TECHNOLOGY – Anne Reported IT has been working with Cox and At&t getting lines moved for the upcoming renovation of Southern Oaks Library and the move to the temporary location.

Trenching is being done at Bethany. They are getting some additional children's computers.

Anne reported on the recent power outage at the Downtown Library. The generator kicked in immediately, keeping any other problems from occurring during the outage.

IT will be working on replacing computers in the next couple of weeks.

DEVELOPMENT – Diane reported the Special Friends of the Ralph Ellison Library will be holding its Annual Meeting, April 7. The Friends of the Library will be holding its Annual Meeting on May 17.

The Grant requests have been submitted to the Friends.

The landscaping project at Ralph Ellison Library and the Village Library should be completed soon.

FACILITIES MAINTENANCE – Patrick reported Maintenance is preparing for the Southern Oaks move to the temporary location.

HUMAN RESOURCES – Ric handed out the vacancy position report.

MARKETING & COMMUNICATIONS – Marketing has been working on Summer Reading projects.

Kim asked if anyone has any suggestions for *Shelf Life*, let her know. She would like to increase staff participation in reading the information in the monthly newsletter.

If anyone has any budget requests for marketing materials for the upcoming fiscal year, please send them to Kim as soon as possible.

MATERIALS & OUTREACH – Karen reported on e-books and stated circulation is continuing to increase.

OUTREACH – Dana reported Winter Read Fest was a great success. Participants love the prizes.

Dana handed out an article on a recent “Reduxion Theater” play with 82 people in attendance. The play will be at Midwest City Library next weekend.

LIBRARY OPERATIONS & PLANNING – Kay reported the telephone survey results are on the slider on the intranet. Stuart and Kay will be visiting various library locations to explain and discuss the results.

The Policy & Procedure committee will be meeting soon.

Kay attending the Circulation Forum last week; the Cash Deposit Committee will be making changes to cash handling.

Stuart and Randy are preparing for the upcoming Southern Oaks move to the temporary location.

LIBRARY OPERATIONS – Denyvetta reported she has completed the telephone interviews for the Del City Manager vacancy. She will be interviewing three candidates for the position.

The bi-annual extension meeting is scheduled for March 21 at Harrah.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported the updates for the Safety Manuals will be sent out this week.

Candace attended the last Manager’s Meeting and spoke about meeting space.

Candace will be meeting with Del City tomorrow to revise the evacuation plan.

CONSTRUCTION MANAGEMENT – Todd reported the Furniture, Fixtures, and Equipment bid package for the Northwest Library will be sent out with the intention of awarding in May.

Bid work for the Southern Oaks Library renovation will be on the April 19 City Council agenda.

Discussion continues with Jones regarding a new library.

Todd stated the planning for the Grand Opening of the Northwest Library will need to begin soon.

Todd continues to attend the Senior Center Maps 3 meetings. The City has hired an architectural firm and hopes to start construction of the first center in 24 months.

ADMINISTRATION/COMMISSION – Donna reported Commission member, David Greenwell did win the Ward 5 City Council seat.

Donna is currently reviewing the summary from the recent Ad Team Advance.

She asked if anyone has any information they would like to be included in the Executive Director's Report for the commission, to send it to her this week.

Meeting adjourned @ 11:00 a.m.