

Administrative Team Minutes

March 23, 2011



Present:

Lloyd Lovely, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman

Candace McDaniel
Denyveta Davis
Karen Marriott
Jim Welch

Ric Rea
Dana Morrow
Donna Morris
Diane Sarantakos

Excused:

Patrick Williams

Anne Fischer

NEW ITEMS

Jazzed at the Library – Kim and Diane provided information on a program series currently being discussed to target young professionals to become more actively involved with the Metropolitan Library System. The series entitled “Jazzed at the Library” will be developed to engage the group in a way that would be similar with other events held throughout the community. Handouts explaining the idea and details for the series were passed around. Questions and discussion followed. A committee has been formed and more information will be brought to the Ad Team as it becomes available.

REPORTS

INFORMATION TECHNOLOGY – Anne reported IT is preparing for the upcoming move to the temporary location for Southern Oaks.

IT is currently in the process of installing new computers at various locations.

DEVELOPMENT – Diane and Chris are currently working on the final details for the Literary Voices event. Heidi is preparing for the upcoming Heartwalk.

The landscaping project at Ralph Ellison is complete.

HUMAN RESOURCES – Ric reported the position vacancy report was emailed yesterday.

MARKETING & COMMUNICATIONS – Kim reported she is currently working on the budget.

Advertising this month for the library system is focused on e-books.

MATERIALS & OUTREACH – Karen is currently working on the budget.

She reported e-media usage continues to steadily increase.

OUTREACH –Dana reported the “Stickerthon” event went great. There were 60+ teen volunteers who worked on putting stickers on the summer reading packets.

Dana reported the retreat with Pioneer Library System has been re-scheduled to May 25.

LIBRARY OPERATIONS – Denyveta reported she is conducting Del City Manager interviews this week.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace is currently working on safety procedures. A new PowerPoint for Severe Weather will be sent out to staff soon.

CONSTRUCTION MANAGEMENT – Todd reported the Southern Oaks move is on schedule.

The Northwest Furniture package will go out for bid with an award expected in June.

ADMINISTRATION/COMMISSION – Donna reported the Singer Group will possibly be making a visit the week of April 25. Confirmation will be sent out as soon as its available.

FINANCE & SUPPORT – Kone will fix the elevator at Capitol Hill.

Lloyd will be making a presentation at the Endowment Trust meeting tomorrow.

Meeting adjourned @ 10:03 a.m.