

# Administrative Team Minutes

May 4, 2011



## **Present:**

Karen Marriott, Chair  
Todd Olberding  
Lloyd Lovely  
Kay Bauman

Candace McDaniel  
Denyveta Davis  
Karen Marriott  
Patrick Williams

Anne Fischer  
Dana Morrow  
Jim Welch

## **Excused:**

Ric Rea

Diane Sarantakos

Donna Morris

## **NEW ITEMS**

Preliminary Budget Review FY 2011-2012 – Lloyd reported everything is on schedule with the preliminary budget. He handed out copies of and explained the comparative schedule of revenue sources, which compares last year's budget to the coming years proposed budget. Questions and discussion followed.

## **CALENDAR REVIEW**

May 17 – Administrative and Personnel Committee meeting @ 2:30 at the Village Library

May 19 – Singer Group will be here

## **REPORTS**

**MARKETING & COMMUNICATIONS** – Kim reported the John Cotton Dana committee that she is on for ALA is currently looking for a breakdown of categories to judge submissions based on size of library system, etc.

A Valentine's Day flyer that Rick George created for Ralph Ellison won best of show award which will be presented at ALA.

**MATERIALS & OUTREACH** – Karen reported e-media usage continues to rise.

Karen is currently working on the annual vendor evaluations.

Karen reported a representative from Play-A-Way will be attending and speaking to the Managers at the May 11 meeting.

The Literary Voices author selection committee will be meeting May 17.

**OUTREACH** – Dana reported "Come Read with Me" was a success.

Dana passed around various Summer at the Library promotional materials.

**LIBRARY OPERATIONS & PLANNING** – Stuart and Kay are currently meeting with libraries and offices regarding the telephone survey and how it relates to the library's strategic plan.

**LIBRARY OPERATIONS** – Denyveta is in the process of conducting interviews.

Denyveta is working with Julie Ballou, LaVetta Dent, and Phil Tolbert on a Manager's Advisory group. The group met yesterday and discussed Customer Appreciation month. They will also be looking at making some revisions to the performance standards for managers.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace has been assisting with the Summer Reading Stuff-a-thon. She estimates approximately 100 volunteers helping with the project.

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

**CONSTRUCTION MANAGEMENT** – Todd reported the construction for the Northwest Library is progressing. A bid for furniture is getting ready to go out.

The award for the SO contractor has been delayed to May 17.

Donna and Todd met with the city of Jones. The land will be deeded to the city at the end of the month for a future new Jones Library.

**INFORMATION TECHNOLOGY** – Anne reported over 50% of the new computers have been installed.

IT is currently working on various projects for Northwest.

**FACILITIES MAINTENANCE** – Patrick reported the Capitol Hill elevator will be repaired this week. The carpet installation for Nicoma Park will begin this evening.

Meeting adjourned @ 10:10 a.m.