

Administrative Team Minutes

May 18, 2011



Present:

Lloyd Lovely, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman
Patrick Williams

Candace McDaniel
Anne Fischer
Karen Marriott
Jim Welch

Ric Rea
Dana Morrow
Donna Morris
Diane Sarantakos

Excused:

Denyveta Davis

REPORTS

OUTREACH – Dana shared teen posters and bookmarks for Summer Reading.

The tri-system retreat with Pioneer and Tulsa will be next week.

MARKETING & COMMUNICATIONS – Kim reported Marketing is in the process of re-designing their work area and expanding cubicle space.

MATERIALS & OUTREACH – Karen reported she attended the A & P Committee meeting yesterday and the Friends meeting last night.

LIBRARY OPERATIONS & PLANNING – Stuart and Kay are continuing to meet with libraries and departments to review and discuss the telephone survey results.

Kay is currently working on the budget.

Kay recently met with Julie Ballou to review and discuss the Northwest Library floor plan, etc.

Kay has met with the library managers regarding Northwest and Southern Oaks plans and how they may be impacted.

Bethany closed on Monday for carpet installation and trenching.

The Policy and Procedure committee will be meeting this afternoon.

LIBRARY OPERATIONS – Kay reported in Denyveta's absence that the new Del City Manager will begin work on May 31.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace reported she is currently working with a group of employees from Devon who will be meeting here for two days next week.

CONSTRUCTION MANAGEMENT – Todd reported the parking lot for the Northwest Library should be paved in the next 30 days. Tours will be set up once that is complete.

The construction contract for Southern Oaks was awarded by the City yesterday.

ADMINISTRATION/COMMISSION – Donna reported on her recent trip to Washing D.C. for National Library Legislative Day.

The Singer group will be here tomorrow.

INFORMATION TECHNOLOGY – Anne reported she is currently working on several contract awards to be presented to the commission for approval in June.

DEVELOPMENT – Diane reported the Friends Annual meeting was last night. The new Friends President is Steve Bolt.

The Northwest Public Art Committee will be meeting on Friday to select the finalists.

The Midwest City Landscaping meeting will be next week.

Diane reported the Literary Voices Author selection committee met last night.

FACILITIES & MAINTENANCE – Patrick reported on the various roofing projects.

The sprinklers at Midwest City have been inspected.

Landscaping projects are moving forward.

The elevator work at Capitol Hill should be finished next week.

HUMAN RESOURCES – Ric reported Julie Ballou has accepted the Library Manager position for the Northwest Library and Angela Thornton has accepted the Library Manager position for the Downtown Library. Recruitments are now open for the Edmond Library Manager position.

Meeting adjourned @ 10:15 a.m.