

Administrative Team Minutes

June 1, 2011



Present:

Jim Welch, Chair
Todd Olberding
Lloyd Lovely
Kay Bauman

Diane Sarantakos
Ric Rea
Karen Marriott
Patrick Williams

Anne Fischer
Dana Morrow
Donna Morris

Excused:

Denyveta Davis

Candace McDaniel

CALENDAR REVIEW

July 12 – Singer Group will be here

REPORTS

MATERIALS & OUTREACH – Karen reported the Policy and Procedure committee are currently working on several policies.

OUTREACH – Dana reported Summer Reading begins today. Dana handed out Neighborhood Arts performance Schedules for the summer.

LIBRARY OPERATIONS & PLANNING– Stuart and Kay continue to make library visits regarding the telephone survey. Training credit is being given to those employees who participate in the visits.

The new Manager of Del City began yesterday.

Devon is meeting here today and Candace is assisting them.

CONSTRUCTION MANAGEMENT – Todd reported construction on Northwest is moving along. Tours should be able to be scheduled soon.

The first construction meeting with the contractor for Southern Oaks is today.

Todd attended a neighborhood meeting at Southern Oaks last week.

ADMINISTRATION/COMMISSION – Donna reported the Finance Committee met yesterday.

No commission appointments have been made of Luther or Oklahoma City yet. There are also several Oklahoma City commission members who are up for re-appointment this year.

Rita Holder, long-time Choctaw Library volunteer passed away yesterday.

FINANCE & SUPPORT – Lloyd reported the Finance Committee approved the preliminary budget yesterday.

Lloyd will be meeting with the new auditors on Friday.

INFORMATION TECHNOLOGY – Anne reported she is working on several year-end items, contract awards, and the Annual IT report for the Commission packet.

DEVELOPMENT – Diane reported the Endowment Trust is considering doing a secondary author event featuring Oklahoma Authors in addition to the current Literary Voices Author event.

Diane is currently working with Patrick on the landscaping project for Midwest City.

FACILITIES MAINTENANCE – Patrick reported the replacement of the Midwest City roof is coming along. Repairs are being made to the Belle Isle A/C.

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

MARKETING & COMMUNICATIONS – Marketing has cut back on the number of summer reading ads and will see if it has a direct impact on the summer reading numbers.

Meeting adjourned @ 10:05 a.m.