



Administrative Team Minutes

August 24, 2011

Present:

Ric Rea, Chair
Dana Morrow
Candace McDaniel
Kay Bauman

Anne Fischer
Diane Sarantakos
Karen Marriott
Patrick Williams
Denyvetta Davis

Lloyd Lovely
Jim Welch
Donna Morris
Kim Terry

Excused:

Todd Olberding

New Items

1. Two New (30 Second) Commercials – Kim Terry

REPORTS

ADMINISTRATION/COMMISSION – Donna reported the commission meeting will be tomorrow at the Belle Isle Library. The Finance Committee approved the Final budget and it will be taken to the commission for approval tomorrow.

FINANCE & SUPPORT – Lloyd reported that Harrah Library will be receiving new carpet and will be closed for (9) working calendar days, beginning September 12th.

INFORMATION TECHNOLOGY – Jim is currently working on the security wiring, sorting software, and proper shelving for the Northwest Library.

DEVELOPMENT – Diane is currently working on three separate public art contracts for the Northwest location.

Facilities Maintenance- Patrick is currently working on installing new faucets for the Downtown Library.

HUMAN RESOURCES – Ric explained the confusion on the appearance of Rick George's name appearing on the vacancy report.

MAC – Kim announced she is currently looking for photographers to take photos of each library. The two new commercials are due to air in September. The Jazz at the Library initiative will be September 20th and October is customer appreciation month.

MATERIALS & OUTREACH – Karen is currently working on extensions and has visited a few libraries and they're looking great.

Outreach – Dana announced that Summer Reading is in all states & surrounding territories, she also attended the Smart Start Conference & State of the Schools.

LIBRARY OPERATION & PLANNING – Kay is currently reviewing applications for the Researcher position.

LIBRARY OPERATIONS – Denyveta announced that the Advisory Group revised the Performance Standards and will be furthered discussed at the managers meeting. Interviews are in place for the Edmond Library.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace announced that the Conference Services Technician position has been filled by Mary Sholly.

CONSTRUCTION MANAGEMENT – Donna reported that issues are currently being resolved at the Del City Library.

Meeting adjourned @ 10:35 a.m.