



Administrative Team Minutes

September 07, 2011

Present:

Ric Rea, Chair
Todd Olberding
Candace McDaniel
Kay Bauman

Anne Fischer
Diane Sarantakos
Karen Marriott
Patrick Williams
Denyveta Davis

Lloyd Lovely
Jim Welch
Donna Morris
Kim Terry

Excused:

Dana Morrow

REPORTS

FINANCE & SUPPORT – Lloyd discussed auditor reports and ongoing procedures.

INFORMATION TECHNOLOGY – Jimmy is currently working on proper wiring for Harrah. Materials Selection is working with Jimmy and Karen for I-Pads.

DEVELOPMENT – Diane announced that *Jazzed at the Library* will hold its first event on September 23rd. There will be “Old Timers Day” at the Jones Library October 1st, and Kay and Diane have been visiting libraries to collect stories on how MLS changed their lives.

Facilities Maintenance- Patrick announced materials have been moved from the service center to Capitol Hill.

MAC – KIM announced that the Graphic Artist / Videographer position is now closed.

MATERIALS & OUTREACH – Karen will be meeting with the selectors on Friday.

LIBRARY OPERATION & PLANNING – Kay is currently meeting with managers to talk about extended hours, and she’s in the process of looking through possible researcher’s applications.

LIBRARY OPERATIONS – Denyveta announced that she is in need of volunteers for CONNECT, a forum for MLS Librarians.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace announced that reps. from Devon Energy will be occupying a room at the Downtown Library for software training purposes. Candace will begin stuffing packets for the United Way Campaign and send them out within a week.

CONSTRUCTION MANAGEMENT – Todd bids are being received for furniture to be placed in the Northwest Library. He has also been working on beginning tours, and he announced that the parking lot is almost finished at the Northwest Library.

Meeting adjourned @ 10:15 a.m.