



# Administrative Team Minutes

November 2, 2011

## **Present:**

Patrick Williams, Chair  
Kim Terry  
Denyveta Davis  
Dana Morrow  
Anne Fischer

Donna Morris  
Karen Marriott  
Jim Welch  
Lloyd Lovely

Diane Sarantakos  
Candace McDaniel  
Todd Olberding  
Kay Bauman

## **Excused:**

Ric Rea

## **CALENDAR REVIEW**

Library Retirement Pension Board meeting – November 14 @ 3:30 p.m. – Downtown Library

Annual Holiday “Open House” – December 11 @ 1:30 – 4:30 – Downtown Library

## **REPORTS**

**ADMINISTRATION/COMMISSION** – Donna handed out copies of the Singer Analysis from the Compensation and Benefits study.

Donna reminded Ad Team to review their inclement weather call lists and if anyone has any changes to send them to Fran as soon as possible.

The Town of Jones has appointed a new representative to the Commission, Ms. Susan Tucker. Donna will be meeting with her soon to go over Commission information.

**FINANCE & SUPPORT** – Lloyd reported Ric Rea’s last day will be Friday, November 11.

**INFORMATION TECHNOLOGY** – Anne reported the techs are re-imaging public computers and transferring to Windows7.

**DEVELOPMENT** – The Southern Oaks Public Art Committee has met and narrowed the selection down to three artists. They are looking at having those artists make their presentations in January.

The next event for “After Hours at the Library” (formerly *Jazzed at the Library*) will be in March.

**FACILITIES MAINTENANCE** – Maintenance has been doing some work at Capitol Hill.

Del City Library was recently without water for about three hours due to a construction issue near the library.

The Service Center had a fire drill last week.

Maintenance staff will be helping Candace with the decorating at the Downtown Library.

Maintenance has begun winterizing the irrigation systems at the facilities.

**MAC** – Marketing is excited to have Chris Larwig, who started his new position in Marketing this week.

Kim is currently working on database materials information.

**OUTREACH** – Dana handed out event brochures of upcoming events at the library. She also handed out a draft Neighborhood Arts schedule for next year.

**LIBRARY OPERATIONS & PLANNING** – Kay is currently working on Strategic Plan highlights to be presented at the November or December Commission meeting. If anyone has something they would like to include, please send it to her as soon as possible.

Kay will be attending the Circulation Forum this afternoon and answering questions regarding Sunday hours.

**LIBRARY OPERATIONS** – Denyveta reported Library Managers are working on innovation plans, which are due December 1.

Library Managers will be meeting at Nicoma Park in March 2012.

**LIBRARY OPERATIONS (HEADQUARTERS)** – Candace reported the Staff Recognition dinner is one week from Saturday. Reservations will be taken through today.

The annual Holiday Open House will be December 11 from 1:30 to 4:30 p.m.

December 14 will be the employee Christmas luncheon.

**CONSTRUCTION MANAGEMENT** – Todd reported work continues on Northwest with a tentative initial move-in for mid-January.

Todd met with Jana Hausberg last week to discuss the future for Captiol Hill Library.

Todd met with the City of Edmond, Melody Kellogg and Greg Womack to discuss a plan to develop 41 additional parking spaces. The City of Edmond and the St. Mary's church have negotiated a lease agreement.

Meeting adjourned @ 10:25 a.m.