



Administrative Team Minutes

November 30, 2011

Present:

Patrick Williams, Chair
Kim Terry
Denyveta Davis
Dana Morrow

Donna Morris
Karen Marriott
Jim Welch
Lloyd Lovely

Diane Sarantakos
Candace McDaniel
Todd Olberding

Excused:

Kay Bauman

Anne Fischer

Guest:

Heidi Port

NEW ITEMS

1. **STAFF VOLUNTEER OPPORTUNITIES** – Heidi Port presented the 2012 Schedule for Volunteer Opportunities. The theme for the year will be: “Volunteer All-Stars”. She also provided statistical information from the 2011 Staff volunteer opportunities. The Heartwalk in 2011 had the largest number of walkers to date with 198 staff and family of staff walking on the MLS team. The OK Regional Food Bank Food Drive had a collection increase of over 53% from 2010. The United Way Campaign, was again a big success. Staff volunteers exceeded their goal and raised \$20,831.28.

CALENDAR REVIEW

ALA Mid-Winter Conference begins January 19, 2012

REPORTS

CONSTRUCTION MANAGEMENT – Todd reported the Jones project agreement will be on the December Commission agenda for approval.

Southern Oaks construction is moving forward.

Todd will be sending out a tentative schedule to Ad Team for the Northwest Library.

FINANCE & SUPPORT – Lloyd reported he has received over 60 applications for the Human Resources Director position.

Lloyd is working on a new committee recently formed – *The Green Committee*

DEVELOPMENT – Diane reported Midwest City Board met recently. They will be taking a Public Art proposition to the City for approval.

The Ralph Ellison public art dedication will be February 9 @ 3:00 p.m.

Literary Voices sponsorships are coming in. There has been \$50,000 received in sponsorships to date.

Friends President, Steve Bolten will be presenting at ALA Mid-Winter conference.

FACILITIES MAINTENANCE – Patrick reported Maintenance staff is preparing for winter.

Friends booksale move will be February 19.

MAC – Kim reported Chris is working on a procedure for requesting videos through Marketing.

Marketing is working on Play-Away promos.

MATERIALS & OUTREACH – Karen reported they are looking at starting the Play-Away service in January.

OUTREACH – Dana reported there will be Internet Security and Identity Theft Classes available soon.

She shared recent newspaper articles from various library events.

Dana will be sending out a video link of prisoners reading to children. She encourages Ad Team to watch the video.

LIBRARY OPERATIONS – Denyveta announced that the library managers have been working on innovation plans and those plans are due today.

Three new relief circulation clerks have been hired. Denyveta will be hiring more extension relief and librarians.

Kay and Denyveta are reviewing mock schedules for Sunday hours, submitted by the library managers.

Julie Ballou has 11 employees to date for the Northwest Library. Those employees have been training and working at various libraries. She has a staff meeting scheduled for December 20 at 1:00 p.m.

LIBRARY OPERATIONS (HEADQUARTERS) – Candace is currently working on Holiday decorations; preparing for Open House and Opening Night.

ADMINISTRATION/COMMISSION – Donna reported the inclement weather list will be going out soon. Everyone should have received their list and sent any changes to the Director's Office.

Donna asked if anyone has anything for her to report on in the Director's Report, please send it to her as soon as possible.

Meeting adjourned @ 10:50 a.m.