



Administrative Team Minutes

June 27, 2012

Present:

Anne Fischer -**Chair**
Lori Piccolo
Donna Morris

Candace McDaniel
Patrick Williams
Dana Morrow

Kim Terry
Jim Welch
Kay Bauman

Absent:

Diane Sarantakos
Lloyd Lovely

Todd Olberding
Karen Marriott

Denyvetta Davis

NEW ITEMS

No New Items

REPORTS

Information Technology – Anne discussed her time at the ALA Conference. Jimmy is currently meeting with Kellie on a project to transfer Oklahoma Images & Oklahoma Folklore data into a different format for library use.

Development – Out of the Office

Facilities Maintenance – Patrick stated that the plumbing issue at Harrah is resolved. The issues at Northwest and Southern Oaks are being handled at this time.

Human Resources – Lori is continuing to review internal processes, and her department is currently looking through the employment application process. Lori also announced that the Wellness Meeting is this week.

MaC – Kim is currently working on a few projects with her department.

Materials & Outreach – Out of the Office

Outreach – Dana announced that the numbers for Summer Reading are looking great for the third week. Early Childhood is up 400 signups from last week with 3,643 for the week's total. Children are at 11,387 – up 2,000, Teens are up 200 at 2,937. The Come Read with Me program is doing great as well.

Library Operation & Planning – Kay stated that the Strategic Plan was approved and she also discussed her wonderful time at ALA.

Library Operations – Out of the Office

Library Operations (Headquarters) – Candace announced that she has been receiving more interest in the use of the Downtown 4th floor area, and Candace has begun working on United Way with Marketing. Everything is running smoothly.

Construction Management – Out of the Office (Todd and J.R. are at Southern Oaks)

Administration / Commission – Donna discussed her time at the ALA conference and meetings she attended. Donna also stated that the Commission meeting went well. Procedures for hiring an architect were sent to the Jones Council and were passed. They hope to have an architect selected by the ending of July or beginning of August. Donna will be out of the office all next week on vacation.

Finance & Support – Out of the Office

Meeting adjourned @ 9:50 am