

Meeting Date / Time: Monday, June 10, 2024 – 9:00 A.M.

Meeting Location: Lee Brawner Conference Room

Attendees: Susan Smith, Nita Normore, Chris Bachmann, Charisse Dye, Tim Whisenhunt.

2024.0610 Executive Council Meeting Minutes

Meeting Called to Order at 9:00 A.M.

Present: Susan Smith, Chris Bachmann, Charisse Dye, Tim Whisenhunt.

Excused: Kelley Hoffman.

CCO

Susan reported there is no updated information on the CCO position, and she is waiting for it to be reposted and she is sure the Advisory Council will have some updates.

CEO

Susan reported that she met with a few of the Executive Committee members who suggested looking into getting someone to help finish the Strategic Plan; the Library Retirement Pension Board and the Executive Committee meetings are scheduled for this week; and Susan would like to have a list of staff who are attending the ALA Conference in California and suggested that those who are attending share their contact information. Questions and discussion followed.

CFO - Charisse

Charisse reported that she is still working on information needed for the LRPB meeting this Thursday and even though the LRPB and the Commission already voted to terminate the Defined Benefit Plan, it must be amended before being terminated. An attorney who specializes in actuaries for termination of retirement plans was hired to draft the documents that will be sent to participants of the plan and to also draft the Resolution for Termination document that will be voted on at the meeting. Questions and discussion followed.

Charisse reported that the leases are on hold due to doing an analysis for Brian to evaluate what needs to happen with Village and Choctaw; the BO is in the process of closing out the books for the year; fixed assets inventory are almost complete; the cash audits are almost done; and she is working with departments and locations to get their special funds spent. Questions and discussion followed.

CGO - Susan

Susan reported that this year's summer reading has 8% more registrations than last year; the search for the RD positions continues with interviews scheduled for this week and next week; Risa's last day is June 12th; Erin is on leave; and Susan will forward an email on the RD transitions. Questions and discussion followed.

COO - Chris

Chris reported that he and Susan discussed the new plans for the Strategic Plan and reached out to a couple of people seeking to hire a consultant to help with the plan. He suggested the consultant meeting with the EC and the AC to discuss plans. Questions and discussion followed.

Chris reported that there is a new work order system that will replace Maintenance Connect; on Wednesday, he and John Rahhal will meet with the Master Planning group to discuss the Facilities Master Planning which will be a pre-construction meeting for projects and John will finalize the contract. Questions and discussion followed.

Other Business

Susan reported that she just received an email from the City of Bethany requesting to meet with Administration to discuss remaining funds from a bond to distribute to the library. She will request a meeting for this week. Questions and discussion followed.

CPO - Kelley

In Kelley's absence, Susan reported that Kelley has finalized most of the materials for the CEO search, and she is working on getting as many job openings posted as possible.

CTO - Tim

Tim reported that IT is phasing out the current Maintenance Connect ticketing system for Facilities and Steve is sending an email out today regarding the change going live next week. In January, the Commission approved WAN services with Cox who has been out installing and activating internet services for Harrah, Wright, and Nicoma Park with Luther being the last location scheduled for installation this week. Effective July 1st, all locations will move to Cox Services and AT&T will be terminated on June 30th at the end of the day. Questions and discussion followed.

Tim reported that Taylor is working on a schedule to do the switch updates to all the network switches and will communicate with the locations in advance coming up in the next couple of weeks. He will be visiting each department and location in the next couple of weeks regarding CyberSecurity resulting in additional training for staff. Questions and discussion followed.

Other discussion or announcements

Charisse reported that sometime before the next budget, she would like to have the Long-Range Plan done. Questions and discussion followed.

Larry adjourned the meeting at 9:55 A.M.