

Leadership Team, notes from meeting, July 29, 2024

Meeting Date / Time:

Monday, July 29, 2024 - 10:30am

Meeting Location:

Downtown Library, Lee Brawner Conference Room

Attendees:

Susan Smith, Chris Bachmann, Erin Bedford, Kimberly Boldt, Steve Butts, Kelly Dexter, Charisse Dye, Kelley Hoffman, Chris Kennedy, Dennis Letter, Mark Schuster, Tim Whisenhunt, Heather Zeoli

Welcome – Sharing of moment for mission/core values

CEO	
Type	Item
Discussion	Notetaking for leadership team meetings
Decision	Members take the notes on a rotation, note to be submitted to members within 24 hours. Members review and respond in 24 hours. Notes to be finalized and submitted to Maria for posting.
Action	Susan to provide the notetaking rotation schedule
Announcement	CCO applications being accepted

CCO	
Type	Item
Announcement	DVS - teen volunteer party 8/2/2024, Friends volunteer training
Discussion	DVS - working with Beck Design to provide suitable options for their 20th anniversary event.
Announcement	Chris K attended events at Deer Creek Schools and other events of MLS and community interest.

CFO	
Type	Item
Announcement	Accepting recommendations for updates to Commission Special Funds Form and Special Programming Form.
Discussion	Results of the 2024 Cash Audits were shared.

CGO	
Type	Item
Announcement	Working on Chromebook policies and Makerspace policies
Announcement	Summer Reading Wrapping up and we have reached the SR goal with expectations to exceed the goal.
Announcement	Kudos to Tim Whisenhunt for presenting at the Goodwill Grand Opening Event.
Announcement	Kim B and Heather Z attended an event on behalf of MLS at Sunbeam for Grandparents Raising Grandchildren.
Announcement	Working on onboarding documents for new library staff to include Safe Place and PITS reporting guidance.

COM	
Type	Item
Decision	Looking to name the MLS internal newsletter. Proposed and approved reverting to naming the newsletter “ShelfLife”.
Announcement	Working on upcoming groundbreaking with Edmond for new Edmond Library.

COO	
Type	Item
Announcement	Continuing to watch temperature and humidity levels at MC.
Announcement	Continuing facility assessments on August 6th, 7th, and 8th.
	<p>Tuesday, August 6</p> <p style="text-align: center;">Almonte Southern Oaks Wright Capitol Hill Bethany</p> <p>Wednesday, August 7</p> <p style="text-align: center;">Belle Isle</p>

	<p>Warr Acres Northwest The Village</p> <p>Thursday, August 8</p> <p>Downtown</p>
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CPO

Type	Item
Announcement	Budget adjustments have been submitted for final budget.
Announcement	MetroU course catalog has been made available.
Announcement	L&D is preparing for SDD. Venue walkthrough is upcoming.

CTO

Type	Item
Announcement	Interviewing ILS administrator candidates
Announcement	IT has placed their order for 2025 replacement cycle equipment and Erate items. Installations will commence soon.
Announcement	AMH Sorter Equipment ordered in 2024 is in production and scheduled to be delivered in Aug/Sep for SO and NW.