

Leadership Team

Meeting Date / Time:

Monday, August 5, 2024 - 10:30am

Meeting Location:

Downtown Library, Lee Brawner Conference Room

Attendees:

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

Absent: Chris Kennedy

WELCOME/HOUSEKEEPING	
Type	Item
Discussion	Checking in
Discussion	Moment for Mission/Core Values – DVS Teen Volunteer Party had 216 attendees, Social Media shoutout to Oklahoma Room materials
UPDATES (milestones/goals; recent progress/completions; planned activities; risks/issues)	
CEO	
Discussion	OLA Advocacy Update – interim studies have been announced. None impact us directly but some general government issues could impact ODL
CCO	
Update	<p>In-person interviews for CCO are being scheduled</p> <p>DVS – Inaugural DPIL enrollee news nugget will go out this week. Cadence will be every other month. The quarterly Friends newsletter will also go out this week.</p> <p>COM – Shelf Life internal newsletter received positive feedback, impressive open rates, discussed a new policy on all correspondents emails to decrease the amount being sent per month, prepping for Edmond 2 groundbreaking on August 8, will begin planning meetings this week on transition to new intranet, provided on update with OKC Thunder on literacy and community engagement partnership opportunities</p>
CFO	
Update	Charisse and Susan met with The Village city officials again to discuss the lease renewal, discussions are ongoing. We are waiting on final assessments from Oklahoma County before we can finalize the budget. Intacct training for Intacct users is available this Thursday and can also be scheduled on other dates if needed.

CGO	
	Summer Reading is over, final stats coming soon. Will notify prize winners this week. LitFest at DT is happening August 17. OES attending event at FAM tomorrow. Kim is also planning to attend a grant planning session with Choice Neighborhood. Tracie is transitioning to her new role as RD.
COO	
	Facilities assessments continue this week. Kyle is sifting through ODL survey questions. Chris expressed the need for an ad hoc committee to review policies and procedures for the locations getting employee doors by circulation desks, asked about aging signs for curbside services. It was decided that they can be removed and not replaced as it is an established service now. Dennis said they are working on phone issues (calling 911 and getting a busy signal). He reminded everyone to contact IT or security if phone issues are encountered. Use panic button if needed. (Issue was resolved by August 6)
CPO	
	Annual reviews begin Sept. 1. Annual review calibration process will take place Oct. 21, 22, 23
CTO	
	IT has been flexing staff due to staffing shortages. That has affected ticket response as they are addressing critical needs first. Tim reminded everyone that it is important to report any malfunctioning or inoperative life-safety equipment or services (phones, access control, surveillance, and etc.) immediately to Security and/or IT.
OLD BUSINESS	
	Notetaking rotation schedule. Kelly agreed to do August.
OTHER DISCUSSION/ANNOUNCEMENTS	
MINI MEETINGS	
NEXT MEETING AUGUST 12, 2024, 10:30 am	