

Leadership Team**Meeting Date / Time:**

Monday, September 16, 2024 - 10:30am

Meeting Location:

Downtown Library, Lee Brawner Conference Room

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

Absent: Kelley Hoffman, Chris Kennedy

Notetaker: Tim Whisenhunt

WELCOME/HOUSEKEEPING	
Type	Item
Discussion	Checking in
Discussion	Moment for Mission/Core Values
	Dennis Letter shared about the college outreach event at the Capitol Hill library where many attendees signed up for a library card
UPDATES (milestones/goals; recent progress/completions; planned activities; risks/issues)	
CEO	
	Summer Reading has been completed and dress has returned to normal, and a reminder email will be sent out
CCO	
	COM <ul style="list-style-type: none">• Outreach items will be sent to locations this week.• Discussion regarding mailing departmental items and updating departmental titles• Next: Tote bags for locations to sell• Intranet provider chosen – submitting for purchase• OKC Broadway Sponsorship “Pages to Stages Presented by OKC Broadway” 36 pairs of tickets to raffle, Visit from The Grinch• Gooden working on Summer Reading Sponsorship Proposals• Mitch Park Kiosk wrap installation on 9/23• State Fair visit to investigate opportunities for a booth location DVS

	<ul style="list-style-type: none"> • Friends of the Library lifetime member lunch was held and was a great success due in part to impromptu support from Special Collections. • Volunteer Celebration lunch will be Sept. 25; Friends book donation drive on Sept. 28. • Still seeking Literary Voices speaker for April 9, 2025 <p>Community Relations</p> <ul style="list-style-type: none"> • United Way
CFO	
	Budget was approved by Finance committee last week
CGO	
	<p>Tracie Randolph</p> <ul style="list-style-type: none"> • Notary exemption forms have been completed and returned turned to election board • Oklahoma Indian Territory Museum of Black Creek Freedmen History is interested in collaboration with MLS <p>Kimberly Boldt</p> <ul style="list-style-type: none"> • First Americans Museum, Oklahoma Hall of Fame, Oklahoma Firefighters Museum experience passes should be available soon. • Senior Day exhibit at Oklahoma State Fair • Meeting with Goodwill Workforce Coordinator to discuss collaboration opportunities <p>Mark Schuster</p> <ul style="list-style-type: none"> • Bethany library interior glass door broken Saturday night • 100th celebration of Wright library opening • 50th celebration of Southern Oaks library opening
COO	
	<p>Collection Services and Development</p> <ul style="list-style-type: none"> • Guest Speaker at Tea Time with the Friends • Webinar for Blue Career in Metro U on 9/26 will be recorded • Collaboration with Maintenance regarding pest remediation <p>Facilities Planning</p>

	<ul style="list-style-type: none"> • MWC chiller installation last week of October • ED2 internet camera will be installed at the library site to provide time lapse updates • ED2 site clearing continues • Village library roofing project will begin in next few weeks <p>Chris Bachmann will be emceeing the taco eating contest on the main stage for Fiestas De Las Americas in Capitol Hill on September 28</p>
CPO	
	<ul style="list-style-type: none"> • Recruiting, interviewing and hiring • Performance reviews • Benefit information has been updated on intranet
CTO	
	<p>Cox account merging for billing purposes</p> <ul style="list-style-type: none"> • Cox is cleaning up accounts and will be merging the accounts for Choctaw, Del City and Downtown. • On a yet-to-be determined date there may be an interruption of service. • Work will occur at 6 AM and will likely be done by 8 AM. • IT will communicate when the work is scheduled. • We may want to post an announcement on the website and at affected libraries. <p>Network switches</p> <ul style="list-style-type: none"> • Taylor is programming switches and will reach out to scheduled libraries to plan installation date. • Downtown will receive several switches and will require an extended installation time for some of the closets that she will be working in. There is a lot of clean-up work associated with this project such as removing unused equipment and cabling, as well as, consolidating equipment into one or two racks. <p>ILS update</p> <ul style="list-style-type: none"> • Tricia is working on transitioning the CARL user manual to Confluence which will make keeping it updated easier and more user-friendly. This is a large project, so I don't have a firm timetable for completion but stay tuned for more information.
NEW BUSINESS	

OLD BUSINESS	
OTHER DISCUSSION/ANNOUCEMENTS	
MINI MEETINGS	
NEXT MEETING SEPTEMBER 23, 2024, 10:30 am	