

Leadership Team**Meeting Date / Time:**

Monday, September 23, 2024 - 10:30am

Meeting Location:

Downtown Library, Lee Brawner Conference Room

Attendees: Chris Bachman, Steve Butts, Tracie Randolph, Kelley Hoffman, Susan Smith, Chris Kennedy, Mark Schuster, Kelly Dexter, Tim Whisenhunt, Janeal Walker, Erin Bedford, Kim Boldt

Absent: Charisse Dye, Heather Zeoli, Dennis Letter

Notetaker: Tim Whisenhunt

WELCOME/HOUSEKEEPING	
Type	Item
Discussion	Checking in
Discussion	Moment for Mission/Core Values
UPDATES (milestones/goals; recent progress/completions; planned activities; risks/issues)	
CEO	
Announcement	CEO Search Interviews for CEO scheduled for next week.
Discussion	Next meeting? October 21. Agenda will be sent each week; add items to agenda for that week.
CCO	
	Communications <ul style="list-style-type: none">• Summer Reading Sponsorship Levels• Literary Voices – Gooden working on graphics• OKC Broadway – Pages to Stages, Grinch visit @ DN, BE Oct. 24 & 25• OKC Thunder is interested in participating in Bethany Spooky Scavenger Hunt, more information to come later.• Wayfinding Observation Complete, will get quotes, discuss naming conventions, fonts, ADA compliance• Shelf Life for October• Stack Map signage discussion (Almonte is template being used) Community Relations <ul style="list-style-type: none">• Leadership Edmond – Edmond library was host and the site for the Edmond Library & YMCA was visited

CFO	
	The Final Budget was approved by the Commission last week.
CGO	
	<p>Erin</p> <ul style="list-style-type: none"> Del City without power this morning <p>Tracie</p> <ul style="list-style-type: none"> Russell Cobb author visit <p>Mark</p> <ul style="list-style-type: none"> Gearing up for Fiestas De Las Americas event support Almonte without water this morning
COO	
	<ul style="list-style-type: none"> MC Chiller Project, tentative schedule is November 4-15. Master Plan/Demographic Study- brief 7-minute survey. <p>Collection Development</p> <ul style="list-style-type: none"> Continuing to resolve the Aspen update affecting the ability to place holds on purchased suggestions. Placing holds manually for now and will update staff if changes are necessary. <p>Facilities Maintenance</p> <ul style="list-style-type: none"> Pre-bid for Ralph Ellison roof replacement – potential work in November ED2 site leveling continuing All sites – introducing heat back into HVAC – may experience some odors related to heat Village roof replacement to begin soon – Due to type of roof (rock) there will be noise associated with roof removal
CPO	
	<ul style="list-style-type: none"> Annual performance reviews are due by the close of business on Monday, September 30. BlueCareer database training is scheduled for Thursday, September 26. Registration is now open in MetroU. HUM & L&D staff are working on the final preparations for Staff Development Day.
CTO	
	<p>Phone service interruption on Friday, September 27:</p> <ul style="list-style-type: none"> Begins at 6AM should last about an hour

	<ul style="list-style-type: none"> Locations affected: Almonte, Del City, Midwest City, Nicoma Park, Choctaw & Edmond
	ILS <ul style="list-style-type: none"> Cleaning up CARL User Defined Fields CARL department clean up should be done by 10/1
NEW BUSINESS	
OLD BUSINESS	
	Continued discussion regarding disclaimers for activities involving guests bringing food for programming at library locations
OTHER DISCUSSION/ANNOUNCEMENTS	
MINI MEETINGS	
	OKC Broadway
NEXT MEETING October 21, 2024, 10:30 am	