

Leadership Team

Meeting Date / Time:

Monday, February 3, 2025 - 10:30 a.m.

Meeting Location:

Downtown Library, Lee Brawner Conference Room

Attendees: Jason Kuhl, Tim Whisenhunt, Heather Zeoli, Erin Bedford, Steve Butts, Kimberly Boldt, Tracie Randolph, Charisse Dye, Dennis Letter, Janeal Walker, Stephen Dahlgren, Chris Bachmann, Kelly Dexter

Absent: Chris Kennedy, Kelley Hoffman

Notetaker: Mark Schuster

WELCOME/HOUSEKEEPING	
Type	Item
Discussion	Checking in
Discussion	<p>Moment for Mission/Core Values/GX</p> <p>MISSION Connecting our diverse communities with resources and experiences to educate and enrich lives.</p> <p>VALUES Equity, Diversity and Inclusion, People First, Innovation, Integrity, Respect</p>
UPDATES (milestones/goals; recent progress/completions; planned activities; risks/issues)	
CEO	
	<ul style="list-style-type: none">• Structure of meetings conversation
CCO	
COM	<ul style="list-style-type: none">• Shelf Life – going out today• Intranet launch – working hard, pushing back to first week of March; feedback process ongoing• Promoting BHM, Book Sale, etc.
DVS	<ul style="list-style-type: none">• Friends membership portal closed at 5PM on Friday; guests can volunteer and still have an exclusive shopping experience; no tickets for Friday are available at this time. The sale is free and open to the public on Saturday and Sunday.• Book sale – 675 volunteers; ideally would be at 800 volunteers by end of this week• Books sale interview on 2/18
CR	<ul style="list-style-type: none">• Will be absent during the meeting as I'm attending a Leadership Edmond session• MLS & Rondia Banks won awards during the NWOKC Chamber banquet.• Participated in a Legislative Luncheon in Del City.• Making arrangements for the DC Library to host a Chamber Community Coffee in April.• Attended SOKC Chamber banquet as guest of ONG.
CFO	
	<ul style="list-style-type: none">• Budget 2025/2026 – templates will be going out in February, system-wide oversight groups soon, then departments and libraries• OLA – registrations are due; early bird registration ends 2/4; please make sure all registration RTOs are submitted and converted for payment asap. We have paid \$10,000

	for our OLA sponsorship this year. 8 registrations are included. Kim and Kelly are to designate who those individuals will be later today.
CGO	
	<ul style="list-style-type: none"> • GSLT continuing conversations around scheduling standards across locations • GSLT plan for branch support framework underway • 4th RD offered/accepted position; more information coming soon
SEC	<ul style="list-style-type: none"> • Attended Veteran's Hall of Fame event in Del City last week; good visit with County Commissioner • Panic button issues resolved at multiple locations; bypass back fire exit door solution at DC • DN – camera project starting tomorrow with new company • Out starting Wednesday through weekend
RD-Mark	<ul style="list-style-type: none"> • CH – Kids Café site visit last week; refrigerator delivered • WR – Stockyards for sale
RD-Erin	<ul style="list-style-type: none"> • RE shelving – meeting invite sent out; discussing logistics of project, moving technology, etc.; process of removing things from inventory • CL manager starting 2/17 • Budget discussions underway
RD-Tracie	<ul style="list-style-type: none"> • VI - Hosted a successful Dog Man party • VI - Work on skylight has started • ED - Several Black History programs planned • ED - FAQ for ED2 has been sent to staff • CIS - Updated self-help tax map location
OES	<ul style="list-style-type: none"> • Wrapped up Adult Services Manager interviews; more information to come • Winter Reading is going well • Summer Reading planning underway; ordered prizes, books, etc. • SRP volunteer training underway around the system • OLA presence – multiple tables, special benefits due to sponsorship level
COO	
	<ul style="list-style-type: none"> • Flags supposed to be back at full staff; work with branches to make it happen • Tariffs may have impact to book purchasing budget
CSD	<ul style="list-style-type: none"> • Ordering labels, ink; inventorying supplies • Preparing for SC sorter extension install • Libby rank – 17th worldwide (ahead of Brooklyn, Austin, etc.) • OCLC reclamation project underway
FAC	<ul style="list-style-type: none"> • Preventative mtc contract for all partition walls in system – service coming in April • Making space for Book Sale items at SC • Working on informational packet for the City related to building systems & issues
CAP PROJ	<ul style="list-style-type: none"> • 29 projects underway in various states • ED2 – basic structure visible from drone • RE – project coming soon • VI – skylight project coming soon • CH – fence project coming soon
CPO	

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CTO	
	<ul style="list-style-type: none"> • Edmond and Northwest sorters have been installed. There are a few issues and configuration requests that we are working to resolve. • The older tags are being rejected. In addition to the IT team working on this issue it has been escalated to the manufacturer, Lyngsoe, for assistance. This same brand of sorter is used at the service center and Belle Isle without experiencing the same issue. We are confident that it can be resolved soon. • Lyngsoe is working to enable email receipts for checked in items. They are working with TLC to address an issue where spaces are being added to the guests' email address. • Tricia is working to update the sort tables as requested by the locations for various processes they would like to adapt for their library. • Northwest meeting room AV system update has been completed. The installers will conduct training on Wednesday. • AV upgrades will begin at Downtown in 2 weeks. The auditorium will be tackled first and then the Children's programming room will follow. • E-Rate Category 2 RFP will be released on Wednesday. This will be for replacement switches, switches and wireless access points for Edmond YMCA & Library and licensing costs. • Windows 11 – We will be starting on updating staff computers at other locations soon. We reached out to each location so everyone is aware of when their location will be affected. • Budget reminder
NEW BUSINESS	
OLD BUSINESS	
OTHER DISCUSSION/ANNOUNCEMENTS	
MINI MEETINGS	
NEXT MEETING February 17, 2025, 10:30 am	