

Leadership Team Advisory Council

Meeting Date / Time:

Monday, February 17, 2025 - 10:30 a.m.

Meeting Location:

Downtown Library, Lee Brawner Conference Room

Attendees: Chris Bachmann, Kelly Dexter, Jason Kuhl, Erin Bedford, Steve Butts, Susan Smith, Tracie Randolph, Heather Zeoli, Janeal Walker, Kimberly Boldt, Mark Schuster, Chris Kennedy, Charisse Dye, Stephen Dahlgren

Absent: Kelly Hoffman, Tim Whisenhunt, Dennis Letter

Notetaker: Mark Schuster

WELCOME/HOUSEKEEPING	
Type	Item
Discussion	Checking in
Discussion	<p>Moment for Mission/Core Values/GX</p> <ul style="list-style-type: none">Dr. Karlos Hill event (DN) was packed; went well <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">Weather – Planning ahead for potential closureEDY Naming – Executive Council discussion about naming the new building; may potentially require the renaming of the existing ED; COMM will work up options to share with Advisory Council
CCO	
COM	<ul style="list-style-type: none">New intranet – 2 weeks away from March 4 launch; process of moving over content over time; will have 2 intranets for 90 days after launch, and then original will be archived
DVS	<ul style="list-style-type: none">Planning for weather issues in the next few days, Friends are working hard to prep the book sale todayBook Sale – ended up with over 900 volunteersLiterary Voices (Jodi Picoult) invitations going out next weekCommission Special Funds – specific branches/departments were gifted funds in last Library Giving Day – to be spent on guest-facing operational things - more information to come
CR	<ul style="list-style-type: none">DC Library hosting Del City Chamber Coffee during National Library WeekNWOKC Chamber hosting lunch at capitol – Courtney, Kesha, Abby, Rondia and Chris will participateOLA Advocacy Committee – met recently virtually; visited with lobbyists; no major areas of legislative concernNew mayors – BE & WA – Chris will visit with them; ED mayoral runoff April 1st
CFO	

	<ul style="list-style-type: none"> Budget planning underway; budget training forthcoming (basic content – how to fill out forms); one-on-one training forthcoming with new managers who haven’t budgeted before
CGO	
	<ul style="list-style-type: none"> Schedule expectations discussed at GSM meeting last week Floyd Council (RD) started in NEO today Budget focus – upcoming process GSLT onboarding managers at BI & CL
SEC	<ul style="list-style-type: none"> Working through camera installation at DN
RD-Mark	<ul style="list-style-type: none"> CH – Inaugural Kids Cafe program drew 21
RD-Erin	<ul style="list-style-type: none"> RE – Furniture meeting occurred; shelving meeting occurred – install of shelving begins in late March CL – new manager started today; onboarding
RD-Tracie	<ul style="list-style-type: none"> ED – mayor at storytime last Saturday – COMM took pictures of event VI – skylight replacement has been delayed due to weather
OES	<ul style="list-style-type: none"> Winter Reading – big numbers this year (50% more than last year) Book Sale – Spoticus and Kim will be there New people starting in March International English Library (Dusseldorf – sister library) collaboration - “Night in the Library” - space engineer program – April 4th @ noon – AL participating OLA promo items coming this week
COO	
	<ul style="list-style-type: none"> Budget planning Work orders – moving furniture; moving cubicles; removing cubicles, etc. - requires extra planning – include Lisa (BUS) in planning conversations EDY – FFE meeting coming tomorrow (Tuesday, the 18th) - virtual option CH tour last week – looked at installing chair rails in the study rooms; study room task chairs are good for system standard computer/study room chairs; installing chair rails no longer necessary – walls will be repaired
CSD	<ul style="list-style-type: none"> Aspen update – upgrade logins for those who use Aspen for more than masquerade setting AI titles in Hoopla – Hoopla revamping collection development policy to eliminate AI influence as possible; implementing tighter restrictions on AI titles on Hoopla Chilton database trial this month – need feedback from staff (no feedback received so far)
FAC	<ul style="list-style-type: none"> Weather preparedness today; prop doors, cabinet doors open; will set HVAC to “occupied” setting to keep temps warmer; “drifty” things like balloons, banners, etc., can trigger after-hours alarms like someone is in the building CT sprinkler system upgrades completed last week Stephen attended a job fair with HUM last week; promoted Metro MTC/technical positions
CAP PROJ	<ul style="list-style-type: none"> RE – Roof project coming March 10th VI – Skylight replacement delayed
CPO	
	<ul style="list-style-type: none"> HUM is actively monitoring updates from federal agencies. The U.S. Immigration and Customs Enforcement (ICE) agency is increasing I-9 employer audits by 500%. HUM is prepared to respond promptly to any audit notifications. Planning for the 2025 Staff Development Day is underway. Committee sign-ups will close on February 24. The February HR compliance training on Business Ethics is due on February 28.

CTO	
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NEW BUSINESS	
OLD BUSINESS	
OTHER DISCUSSION/ANNOUCEMENTS	
MINI MEETINGS	
NEXT MEETING March 3, 2025, 10:30 am	