

2021.1027 Leadership Team Meeting Minutes

Next meeting: 11/10/21

Present: Erin Bedford, Kimberly Boldt, Steve Butts, LaVetta Dent, Charisse Dye, Anne Fischer, Anthony Herron, Kelley Hoffman, Risa Jensen-Jones, Chris Kennedy, Pauline Rodriguez-Atkins, Mark Schuster, Larry White

Discussion Items:

- Security Audit Reports and Recommendations – Security (30-40 minutes) – On agenda for Nov 10, not today.
- Indoor programming – next steps? – Larry (20-30 minutes):
 - Discussion at last meeting about getting back to normal safely.
 - Larry has said in past that he'd give two weeks warning to staff for changes to stages and 90 days for indoor programming to ensure staff are ready. Slow, gradual steps to allow for staff to adapt if not ready now. If locations are ready to move faster than dates below, that's fine.
 - **Back to full hours Nov. 15.,**
 - **Furniture out by Dec. 15.**
 - **Passive programming (toys out) starts by Dec. 15.**
 - **Meeting rooms – Available by Feb. 1** for public reservation; gives time for library staff to reserve what's needed for programming
 - **Feb 1** - Everyone should be doing indoor programming by **Feb 1** at latest.
 - **Start by Feb 1**- Outreach indoors/at partner organizations- if on clock, staff need to wear masks! (even if organizations don't require masks)
 - **Possible date Nov. 15 for all computers to open.** PSLT will discuss with locations. Bring back children's computers w/ re-opening all adults.
 - People aren't coming back into buildings; we need to get people where they are as well as promote library service/activities to bring in new customers.
 - Chris and RDs worked up plan for re-opening- get people acclimated to re-opening. Start with talking about it to staff. First step, go back to full hours of opening, need some time to adjust schedules. Encouraging locations to put furniture back out, order new furniture for locations for furniture purchases that have been on hold, ensure rooms are ready for staff and customers to use
 - Indoor, limited programming at all locations. Hybrid style programming, limited attendance plus take-home kits.
 - NW- bringing toys on floor as test, has unwrapped large toys, hand sanitizer close by with signage warning parents that toys are not cleaned after each use. Goal is to get parental feedback on toys on floor. CH likely next with toys on ends of shelves.
 - Consider purchasing kid-sized masks for library to have for programming.
 - Public computers, social distancing still needed? Asking for feedback? Need for longer computer time for many patrons. Need time limits if socially distanced

computers remain, if open all then take computer time limits off. IT needs to know when hours in full force for computers/phones and can make changes by location. Staff could mark computers out of order as needed to create social distance as needs arise and if customers ask for socially distanced PCs once all are open.

- PSLT will figure out which locations want to open all computers now.
- Staff need to work with guidelines and protocols of outreach locations (senior centers/boys n girls/rec centers, etc.).
- For indoor program- Pre-registration, smaller groups for programming, holding on floor versus small rooms for social distancing and airflow, recommending masks,
- Most other systems are doing indoor programming for 12 and older only! Vaccination for 5-11 just started. Programming added as age groups are able to be vaccinated.
- Question: When do we stop requiring social distancing for staff? Kelley reported that CDC still recommends social distancing if not requiring vaccines of employees.
- Pioneer/Tulsa not enforcing social distancing in meeting rooms.
- Chris/Kelley will get new meeting room policies approved by Commission info up and disseminated to assist with re-opening rooms to public.
- BI – Don't know grand opening date yet but tentative for early April. April 15 target date for programming/meetings in space.
- Can start doing all now and go as fast as locations are able, programming for 12+, passive programming for littles, indoor outreach. Deadlines are to ensure locations are meeting system goals for programming and outreach by deadlines.
- Above will be shared and confirmed with all staff, after conferring some details with location managers. Message about re-opening coming from Chris Kennedy by end of week.
- ARPA funds still available –
 - Strategic options / items to request funding for by November 5, 2021 at 5pm – Larry (5-10 minutes);
 - Money left to apply for online learning, telehealth, technology, etc... Charisse/Larry met discussed possibilities. Look at ARPA funding on ODL site, bring recommendations to Larry.
 - **Larry wants to see something from all areas. No later than 5pm Nov. 5!**
- Procedure for the reporting of suspected child abuse/neglect – Heather, Kim (15-20 minutes)
 - Heather shared recommendations and procedure documents shared via email with LT prior to meeting.

- SH660 is planned to be removed as everything in procedure is elsewhere; don't need duplication.
- Recommend moving to AL320.2- Responsibilities, as this is how we respond to customer conduct. AL 300- Customer Conduct & Staff Responsibilities (may need to change wording).
- Procedures re-state Oklahoma State Statutes. We want to be covered as state agency in the case that staff/volunteers witness abuse; we're not looking to be child abuse investigators.
- Thanks to Kristin Williamson for in-depth research and work on this topic. She also shared potential for training by CARE Center that can be customized and recording. L&D would only need to link in EduBrite.
- Need for policy and procedure based on insurance needs; there is State Statutory requirement. Discussion of where to house procedure—LT not in agreement w/ AL300s. Look at where to place policy and procedure w/ PSLT, Larry, other individuals in original work group and bring back to LT for decision. Is there a need to talk to security about this/what does Tricor require for officer training? Schedule Larry into meeting with us. Meetings coming up with Security and insurance providers in November—may need information from these groups before putting into action. Larry would rather have procedure correct and delay putting into action, than needing to redo immediately.
- Larry - Using surveillance video to check on staff performance – Larry (5 minutes); Recently brought to Larry's attention that some managers have been using video to check on routine staff performance. Okay to look at video in cases where there was an injury or need to investigate and review. Casual use to check what people are doing is not okay. Normal, routine behavior monitoring of staff by video should not be done.

Decision Items:

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Information / Update Items:

- November 10, 2021 LT is the only meeting of the month as the November 24, 2021 meeting is cancelled. Any LT business that requires a decision during the month of November needs to be done at the November 10, 2021 meeting. Submission deadline for November 10, 2021 LT meeting is **November 3, 2021 at 5pm and should be sent to Maria – Larry**
- From Larry- Maria will be compiling and distributing the LT and SMG meetings agendas starting with November 10, 2021 meetings – LT members are to ensure that they let Maria know what agenda date you'd like your info to be included.
- From Larry - LT meetings moving to face to face starting December 8, 2021 – Larry – Use Friends/Auditorium, have Zoom for emergencies. Meetings in person as makes sense.

- Chris/Kim - Core Values Steering Committee Update – Larry kicked the committee off with first informational meeting, Chris/Kim held 1st meeting of Steering Group in which ground rules were created and tied to core values, planned for Steering members meeting with Sub-committees and began project timeline. Steering Mtg meeting next week to continue working on timeline and discuss communication plan—likely will use Steve Butts’ style weekly updates for staff.
- Larry- Strategic Framework Update– few tweaks based on feedback for staff. Larry created video and should be active by end of week. Larry hopes that this will help answer staff questions and give them idea of what’s coming. Next steps to put together coordinators for moving Framework forward.
- Closing Service Center CSD departments at 5:00 PM rather than 6:00 – Pauline – Had some people working until 6 pm at SC due to later delivery schedules. Due to change to delivery schedules, staff can accomplish tasks by 5 and don’t need to be open until 6. Effective Nov. 15, CSD at SC will leave by 5pm.
- Service Center Sorter is being installed. Sorter parts were delivered to DN instead of Service Center. Pauline thanks location staff for pre-sorting materials at locations. Larry cautious
- VG400.1- calibration backed it up, Kelley will bring to SMG shortly.

News:

- News from Units
- Ralph Ellison commemoration shirts- invite coming from Dana Beach for staff from other areas to purchase shirts. Possibly will be Bonfire Campaign with proceeds going back to Endowment for RE Commemoration. Heather cautions people to think strategically about t-shirt fundraisers- we don’t want to do for everything.
- Spoticus Halloween Dance Party on Saturday (DN & DOES) at Scissortail Park Main Stage at 10:30 am on 10/30/21.