# Leadership Team

Minutes

February 6, 2019

**9:15 Tableau Demonstration – Jennifer**

Jennifer Livingstone, Metro’s Data Analyst, provided a brief demonstration of the Tableau dashboard for Leadership Team. Currently we have 25 licenses distributed among Library Managers, PSLT, Planning, and Collection Development. Current dashboards are primarily of interest to Library Managers and Collection Development as the current data sources are CarlX, Sensource (door counters), and Computer Sessions. Planning Department intends to continue to add data sources and then purchase additional licenses for those to whom the information would be relevant.

**9:30 System staff appreciation funds – Chris, Heather, Kim, Stephany**

Heather shared recommendations for the use of system staff appreciation funds. Recommendations include: Maintaining existing programs (recognition pins, etc.); In alternating years provide Metro-branded swag and systemwide staff appreciation events/activities. For 2019 – Staff will have the ability to select 1 of 5 Metro-branded swag options. In 2020 – Event at venue like Dave & Busters or similar. More information about “swag” will be forthcoming on Intranet.

**9:45 Special Collections – Risa & Buddy**

Risa and Buddy gave a presentation on the work of the Special Collections department, including the types of Collections, methods of Collection, and similar efforts by other public libraries. See presentation here: <https://spark.adobe.com/page/dYaVhgE9VIQsn>

**10:15 Summer Reading tracking proposal – Public Services (Erin)**

For the Summer Reading Program, EPS has proposed switching from a “minutes read” tracking system, to a “points tracking” system where customers earn points by reading or completing activities on literacy-based learning tracks. (see attachment for additional information). MLS is one of Beanstack’s largest customers that still uses minutes instead of points. EPS solicited feedback from staff as part of the post-2018 Summer Reading Program survey. EPS has solicited feedback on the proposal from the Summer Reading committee, subcommittees, Engagement Managers, and Public Services Managers. Feedback has generally been positive. Leadership Team was in favor of the proposal.

**Core Value Discussion**

**(skipped in the interest of time)**

\*Leadership Team will start meeting twice per month beginning in March to increase the amount of time we are able to spend talking about strategic priorities, in additional to regular business.

**10:30 Department updates**

*Development & Volunteer Services*

* Choctaw Guild meets next Monday
* Special Friends of the Village meet next Tuesday and will be discussing whether to continue the Village Fair. Their usual location has changed ownership.
* Special Friends of Ralph Ellison have suspended their meetings until the Friends of the Library have completed their strategic planning process.
* Friends of the Library – Need volunteers for Booksale and Booksale weekend
* Library Endowment Trust - Meets at the end of February
* Village Staff have been shadowing in DVS which has been a big help with the upcoming Booksale.

*Business Office*

* Tricia and Risa have been working on updating financial portions of the Access Manual, more info on Cash Audits is forthcoming.
* Budget process is coming up – templates and timeline forthcoming.

*Information Technology*

Absent – No report

*Human Resources*

* 25 positions in active recruitment
* 4 offers currently extended
* Safety Committee met with MetroTech and Safety Consultant; will be working with them to get a new draft of Safety Manual and then work on additional safety programs and operating procedures.
* Trying to get all annual appraisals finalized. Must be completed by end of day on Sunday, February 10th. Final information will be shared with PLA to report out on Calibration.
* Merit increases ready for payroll on 2/28.

*Learning & Development*

* Working on integration with LinkedIn Learning;
* Website and Calendar and Meeting Room Software training for Administrators next week, rest of PS Managers will be trained the following week using the “train the trainer” model and then PS managers will be training PS staff. There will be 3 open labs/workshops for anyone who need additional reinforcement.
* Collections 3 training rolls out in March and is required for all Library Managers, Access Managers and Engagement Managers
* Joseph has decided to return to Hobby Lobby. His last day will be 2/15.

*Public Services and libraries, CIS, Collection Anywhere, EPS, Outreach, Access*

* CD: Currently in the Video review stage for Director of Collection Services and Development
* TP: Heidi Johnson will be retiring April 30th (her 40 year anniversary)
* CIS: anticipating the transition to managing central meeting room reservations in March.
* EPS: 1000 Books before Kindergarten (project team). Project team is going to be discussing implementing here at Metro. Fairly low cost program, with the exception of the prize for completing the program.
* EPS: All the project teams are starting to meet beginning next week; all libraries are represented on the project teams.
* OUT: meeting with EPS and Engagement Managers to talk about Outreach as a concept, local vs systemwide outreach, etc.
* Access: Anticipating report on fine waivers at next month’s LT.
* Access: New version for ILS has been released. Will be upgrading the test system first, then roll out update to live version. Updates include: Dynamic holds and update to “Suggest a Title” interface

*Facilities Maintenance:*

* Maintenance Connection – working on a plan to streamline and prioritize work orders and project/ticket closeout.
* Jim, Steve, and Debra are scheduling site visits to begin assessment for FY20 Budget. Jim is developing standards/recommendations for Maintenance including schedules of cleaning and replacement for roofs, paint, carpet, windows, etc.
* Booksale – moving materials (Sunday the 17th)
* Bethany – opening delayed until late May.

*Marketing:*

* Working on Summer Reading materials and advertising
* Working with an agency on new commercials
* The 30-minute infomercial is available on the “About Us” webpage
* Information on Systemwide Promotions calendar as well as the New Cardholder Campaign have been posted to the Intranet.

*Planning and Assessment:*

* Delivery/Logistics Study to evaluate current materials handling processes and suggest improvements in time for FY20 Budget.
* Website, Calendar and Meeting Room Software, and Oklahoma Archives launch mid-March
* Village Renovation underway. See [intranet post](https://my.metrolibrary.info/drupal/news/village-renovation-update).

*Security:*

* New face from G4S (Jeremy) – G4S has hired a field supervisor for G4S employees at MLS.
* SafePlace – Ed will be attending a meeting by the City of Oklahoma City Planning Department about the SafePlace initiative.
* 1200 ROCV incidents last year (100 fewer than the year before) – majority of ROCVs at any particular location can be attributed to a handful of individuals.

*Operations:*

* Going to work on cleaning up systemwide facility Access Control (keys, fobs, permissions, etc.).
* Downtown Café launched Monday, February 4th.

*Admin, Metropolitan Library Commission, Admin & Senior Management Group*

* Chris, Anthony, Ed, and Regional Directors will be meeting to discuss overall philosophy for security.

**11:15 Adjourn**