

Meeting of the Muscogee County Library Board
December 1, 2022 – 1:00 pm
Columbus Public Library – Synovus Room

Members in Attendance:

Marion Scott, Chair
Sebastian Cahill
Grace Nagel
LaRae Dixon Moore
Susan Berry
Beth Schwartz
Denise Eckley
Tavanasha Shepard
Robert Landers
SirMichael Jones
Darcy Brito
Reggie Lewis

Also in Attendance:

Alan Harkness, Director, CVL
Gabriel Lundeen, Deputy Director
Tracie Price, Finance/HR
Laura Ann Mann, Exec. Director MCLF
Marnie Salter, Friends Committee Chair

Chair Scott called the meeting to order at 1:03 pm.

Chair Scott asked for **approval of the minutes** from the **August 25th, 2022**, meeting. Tavanasha Shepard moved to approve the minutes. Motion was seconded by Darcy Brito. Motion was approved unanimously by Scott, Cahill, Nagel, Dixon Moore, Berry, Schwartz, Eckley, Shepard, Landers, Jones, Brito, and Lewis.

Public Comment – None

Muscogee County Library Foundation – Laura Ann Mann gave the MCLF report. Cocktails and Comedy raised \$40,000 for the Foundation. January 19th, 2023 is the date of the Founders Society Gala. The guest author for the Gala will be Marie Benedict, a lawyer and writer of adult fiction and historical fiction. Some of her works include The Only Woman in the Room, Carnegie’s Maid, and The Other Einstein. She will also be making a public appearance at the CPL on January 20th. Her books will be for sale and there will be a book signing.

Friends Committee – The Friends Committee will be having an end of the year Christmas Book Sale on Saturday, December 3rd in the rotunda of the CPL.

Treasurer’s Report – Tracie Price covered the FY23 Period 4 financials which ended on October 31st, 2022. Tracie Price noted that energy costs have risen. Grace Nagel asked why the rise in energy costs. Energy costs have risen due to inflation. The rise can also be attributed to return to full service after the two-year shutdown because of the COVID-19 pandemic.

Director’s Report –

The Director went over the Unique # of Referrals by Threshold Report. The newly designed CVL logo will be presented to the board in January 2023.

The Children’s Book Festival is scheduled for April 20th, 2023. The authors participating in this event are

1. Raina Telgemeier
2. Dan Santat
3. Minh Lê

4. Frank Morrison
5. Connie Schofield-Morrison

Authors are required to visit the schools the day before the festival. Community partners such as First Readers and the Basics will have a booth at the festival. Each school will receive a set of books from these authors for the school's library.

Director Harkness went over the CVL statistics report. The percentage of households in Muscogee County that have library cards has risen back up to 20%. This had dropped significantly during the pandemic but is now rising back up. This is an increase of about 8,400 new active cardholders in 2022 over 2021. Retention (number of cardholders still using their card a year later) has risen to 75%. Digital circulation continues to rise; there has been an increase of 20%. Net promoter score (customer satisfaction) is 92.

Director Harkness updated several staff changes including Wanda Edwards' retirement after 28 years of service and the promotion of Pepper Grimmett to South Branch Manager. Tavanasha Shepard asked about exit interviews. Tracie Price explained that the CVL does not have access to the exit interviews conducted by the Muscogee County School District which is why 2 years ago the CVL Finance Dept. established their own exit interview process. Changes are implemented based on the analysis of those interviews as needed. Staff are also surveyed twice a year and changes are implemented based on them too.

The Ledger reached out yesterday to ask for the CVL's cooperation again for the Holiday Helpers Program. This year they are asking families to drop off the letters at the different library branches. Boxes will be placed at each branch and then from there staff will place the letters on the designated snowman for people to pick from.

Director Harkness wants the board to start thinking about establishing a public participation policy for board meetings. He will be presenting a policy for public participation in January for the board to vote on. There was an event held on the grounds of the CPL this past weekend that is against the CPL policy for parking lot events. Director Harkness was over-ridden by the chair of the Muscogee County School Board. Further discussion on this policy and its ramifications will be held in future meetings.

Branch Report - Deputy Director Gabriel Lundeen showed a video presentation of the temporary South Branch location at Our Lady of Lords and of the beginning phases of the reconstruction of the South Branch Library.

Unfinished Business – None

New Business

Approval of the updated job descriptions presented by the Operations Committee. Operations Committee Chair Darcy Brito presented the following revised job descriptions for approval by the board.

- a. **Computer Support Specialist**
- b. **Delivery Driver**
- c. **Custodian I**
- d. **Operation Coordinator**
- e. **Information Technology Coordinator**

f. Cataloging Librarian
g. Materials Associate

Darcy Brito made a motion to recommend that the Muscogee County Library Board approve the job descriptions as written. LaRae Dixon Moore made a motion to approve. Motion was seconded by Denise Eckley. The motion was approved unanimously by Scott, Cahill, Nagel, Dixon, Berry, Schwartz, Eckley, Landers, Jones, Lewis, and Brito. (Shepard was not present to vote. She had to leave early.)

Approval of the total project budget for South Construction

Darcy Brito made a motion to approve the total project budget for South construction. Robert Landers made a motion to second. The motion was approved unanimously by Scott, Cahill, Nagel, Dixon, Berry, Schwartz, Eckley, Landers, Jones, Lewis, and Brito.

Approval of Art Donation to CPL

The family of Bill and Marion Feighner has offered to donate a painting by Zupan to the CPL. Robert Landers made a motion to approve the acceptance of this donation. Motion was seconded by Darcy Brito. Motion was approved unanimously by Scott, Cahill, Nagel, Dixon, Berry, Schwartz, Eckley, Landers, Jones, Lewis, and Brito.

Records from the Ledger Inquirer

The Ledger Inquirer has offered to donate to the CVL a storage locker full of old records from the Ledger that includes microfilm of past newspapers, historical pictures, and other important items. Director Harkness is working with legal counsel to draft an MOU for the records. Once the MOU is finalized, he will bring it before the board for approval.

Chair's Report – Chair Scott did not have a report to present but wanted to thank everyone at the CVL for the great work they are doing for the community. She wanted to recognize Director Harkness and his team for the wonderful groundbreaking ceremony for the reconstruction and expansion of the South Branch. She noticed that most of the Muscogee county legislative delegation was present.

Next meeting is set for January 26, 2023.
Meeting was adjourned at 2:03 PM.

