

Chattahoochee Valley Libraries Board Meeting  
Tuesday, May 13, 2014  
Columbus Public Library

Minutes

MEMBERS ATTENDING

Helene Watson	Lisa Goodwin
Mike Webb	Owen Ditchfield
David Fox	Dorothy Kennedy

MEMBERS EXCUSED

Sivan Walker-Dixon

OTHERS ATTENDING

Alan Harkness, CVL Director  
Lyn Anderson, CVL Chief Financial Officer  
Gabe Lundeen, CVL Deputy Director  
Debbie McGreggor, Administrative Assistant to the Director

Vice Chair David Fox conducted the meeting.

Mr. Fox called the meeting to order at 5:32 p.m.

MINUTES

The Vice Chair asked if there were any corrections to the minutes of the January 16, 2014 meeting. Owen Ditchfield moved the minutes be approved as distributed. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

TREASURER'S REPORT

Lyn Anderson presented the Treasurer's Report to the Board. He stated everything was in line for the period. He stated that the only funding authority he had not received payment from for FY2013/2014 was the City of Buena Vista. Dorothy Kennedy moved the Treasurer's Report be approved as submitted. Owen Ditchfield seconded the motion. **The motion passed unanimously.**

## DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting. Mr. Harkness added the following to his report.

- Brain Fuse is a new service that will be offered very soon. The service provides tutoring to individuals who may be in need of a tutor. Mr. Harkness stated this is an exciting new service that the library feels will be extremely beneficial to the community. It will be accessible by smart phone, PC, laptop or iPad.
- Ft. Benning has contacted Mr. Harkness about the possibility of operating the Sayers Library on Fort Benning. He explained that this is still in the very early stages and a good deal of determining exactly what they are wanting and the cost involved.
- FanFest will be held on Saturday, May 17, 2014 at the Columbus Public Library and is the kickoff for the Aflac Vacation Reading Program for the entire system. He encouraged Board members to attend. An 8-page insert will be distributed in the Ledger-Enquirer Newspaper on Wednesday, May 14, 2014 showing all of the activities at all branches during the program.

Mr. Harkness informed the Board he has met with all of the funding authorities in each of the counties to discuss the deficits of each county. He stated that the Bookmobile service is quite expensive due to the fact that the vehicle only gets 6 miles to the gallon and considering the low usage consideration to dropping that service needs to be addressed. He also stated that another cost saving measure would be to drop weekly delivery service from 3 times weekly to 2 times per week. Dorothy Kennedy asked why it couldn't be dropped to just once a week. Mr. Lundeen stated that if delivery service were to be once a week, it would mean longer wait times for customers to received requested material.

Mr. Harkness distributed a spreadsheet along with pie charts to show the Board how the current deficit in the counties. The spreadsheet was a revenue/expense analysis of each of the counties. Mike Webb stated that he was concerned that continued cuts to service in the counties would eventually lead to closing the libraries. Mr. Harkness stated this was not the intent at all. He stated that bookmobile service is costing a little over \$50,000 a year. Mr. Lundeen explained that the chart showing the number of customers at each of the bookmobile stops for the past year is somewhat misleading in that the majority is repeat users. Example: If a stop has 8 customers, those 8 customers are generally the same ones using the bookmobile each visit and very few new customers are coming to the stop.

Mr. Webb stated that he did not understand how Muscogee County could feel the counties would have such a deficit given the amount of sales tax the residents of Cusseta-Chattahoochee County residents pay for shopping in Columbus as do most of the other counties. Mr. Webb stated that before the counties pay more on the reported deficit, he would like to see a mandate to that affect.

UNFINISHED BUSINESS – There was none.

NEW BUSINESS

Operating Policies Review (No Revisions)

1. CUS1 – Customer Service Policy
2. CUS2 – Customer Code of Conduct
3. CUS3 – Safe Child Policy
4. CUS4 – Staff Room Use
5. CIR1 – Library Cards
6. CIR2 – Loan Periods
7. CIR3 – Renewal of Materials
8. CIR4 – Holds
9. CIR5 – Blocks
10. CIR6 – Claim Fine Paid and Claimed Returned

There were no revisions to the above policies. Mike Webb moved and Helene Watson seconded the motion to approve the policies as presented. **The motion passed unanimously.**

Library Closings – FY2014/2015

Labor Day	Sunday, August 31, 2014 Monday, September 1, 2014
Thanksgiving	Wednesday, November 26, 2014 (close at 6 p.m.) Thursday, November 27, 2014 Friday, November 28, 2014
Christmas	Wednesday, December 24, 2014 Thursday, December 25, 2014
New Year's	Wednesday, December 31, 2014 Thursday, January 1, 2015
In-Service Day	Monday, February 16, 2015
Easter	Sunday, April 5, 2015
Memorial Day	Sunday, May 24, 2015 Monday, May 25, 2015
Independence Day	Friday, July 3, 2015 Saturday, July 4, 2015

After reviewing the list of closing dates for the library, it was decided that Saturday, May 23, 2015 should be removed from the list since an additional day for Independence Day was added.

Lisa Goodwin moved the Library Closings for 2014/2015 be approved as amended. Owen Ditchfield seconded the motion. **The motion passed unanimously.**

CHAIR'S REPORT – There was none.

#### COUNTY LIBRARY TRUSTEE REPORTS

Cusseta-Chattahoochee County – Mike Webb reported that the CCCPL Board held funding authorities luncheon to thank them for their support of the local library. He stated that Abbie Dillard was recognized at that time for her contribution to serving both the Chattahoochee Valley Libraries Board and the Cusseta-Chattahoochee County Library Board.

Stewart County -- Dorothy Kennedy reported she has received a complaint from a customer about pornography in the library. She said she was concerned that the library was breaking the law and that it needs to be addressed. Mr. Harkness and Mr. Lundeen explained to Ms. Kennedy that there is a process for materials to be reconsidered for the library. They stated that the form to be submitted is on the Intranet and that Ms. Grimmatt could provide the customer with a copy to be submitted to the library's Committee for Reconsideration.

#### NEXT MEETING DATE

Mr. Harkness asked the Board if they would prefer to move the meeting scheduled for Thursday, July 16, 2014 to Thursday, August 21, 2014. He stated that this would be after school is back in session and would allow Board members a break for the summer. David Fox asked if this would be in line with the requirement of meeting quarterly. Mr. Harkness stated that it would. It was also decided the meeting would be held at the library in Cusseta-Chattahoochee County at the Cusseta Public Library. The meeting time will remain the same at 5:30 p.m.

The meeting adjourned at 6:54 p.m.