

Chattahoochee Valley Libraries Board Meeting  
Thursday, July 18, 2013  
Columbus Public Library

Minutes

MEMBERS ATTENDING

Abbie Dillard	David Fox	Lisa Goodwin
Dorothy Kennedy	Owen Ditchfield	Michelle Griffin

MEMBERS EXCUSED

Sivan Walker-Dixon

OTHERS ATTENDING

Alan Harkness, CVL Director  
Lyn Anderson, CVL Chief Financial Officer  
Debbie McGregor, Administrative Assistant to the Director

Chair Dillard called the meeting to order at 5:30 p.m.

MINUTES

The Chair asked if there were any corrections to the minutes of the April 18, 2013 meeting. Owen Ditchfield moved to approve the minutes as distributed. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

TREASURER'S REPORT

Lyn Anderson reviewed the financials with the Board for the period. He reported that all funds have been received by the various funding agencies. He stated there were no unusual occurrences during the reporting period. David Fox moved the Treasurer's Report be approved as distributed. Owen Ditchfield seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed to the Board members prior to the meeting.

## UNFINISHED BUSINESS

- A. Confirmation of CVL Director – David Fox moved for the approval of Alan Harkness as the new Director of the Chattahoochee Valley Libraries. Lisa Goodwin seconded the motion. **The motion passed unanimously.**
- B. Art Policy – General discussion of the Art Policy was that it was too vague and very general in scope. It was also discussed that the language may need to be reconsidered. David Fox moved to delay discussion of the Art Policy. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

## NEW BUSINESS

- A. Operating Policies Review – The Chair stated that none of the policies being reviewed had any changes made to them. David Fox moved the policies be approved as reviewed sincere there were no changes. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

The following policies were approved:

1. **CUS1 – Customer Service Policy**
  2. **CUS2 – Customer Code of Conduct**
  3. **CUS3 -- Safe Child Policy**
  4. **CUS4 – Staff Room Policy**
  5. **CIR1 – Library Cards**
  6. **CIR2 – Loan Periods**
  7. **CIR3 – Renewal of Materials**
  8. **CIR4 – Holds**
  9. **CIR5 – Blocks**
  10. **CIR6 – Claimed Fine Paid and Claim Returned**
  11. **CIR7 – Overdue Materials**
  12. **CIR8 – Damaged and Lost Materials**
  13. **CIR9 – Fines**
  14. **CIR10 – Smart Card Use**
  15. **CIR11 – Student Library Cards**
  16. **CIR12 – Refunds**
  17. **CIR13 – Petty Cash**
- B. Signatory Authority for GPLS – The Chair explained that with the hiring of a new Director, GPLS requires a new Signatory Authority form be submitted. The form contains the names of Alan Harkness as CVL Director and Lyn Anderson as CVL Chief Financial Officer. Owen Ditchfield moved to approve the Signatory

Authority for Alan Harkness and Lyn Anderson. Dorothy Kennedy seconded the motion. **The motion passed unanimously.**

### CHAIR'S REPORT

The Chair's Report was distributed prior to the meeting.

The Chair welcomed Mr. Harkness as the new Director of CVL and expressed her appreciation for having him on board.

Discussion was held on rotating the CVL Board meetings at each of the counties. This process will begin with the October meeting and will be held at the Parks Memorial Public Library in Richland. Owen Ditchfield asked if an MCSD van could be arranged to take the Board members to the meeting. The Chair explained that there is a process that MCSD requires prior to authorizing an individual to drive a school district vehicle and that no one from the library has been through this process. Mr. Ditchfield asked if since the meeting is at 5:30 p.m. could the Board provide dinner for the board members. Since there is no funding for this, the Board members may choose to order a pizza from a local eatery.

### COUNTY LIBRARY TRUSTEE REPORTS

David Fox (Muscogee) – Mr. Fox stated as Chair of the Muscogee Nominating Committee, he is currently looking to replace three members that will be rotating off the Muscogee Board in December. Mr. Fox stated the Muscogee Board is still waiting to see how much funding they will receive from the funds left over from the 1999 SPLOST.

Michelle Griffin (Muscogee) – Ms. Griffin said there are a lot of things going on at the library and hopes people will take advantage of them.

Dorothy Kennedy (Stewart) – Ms. Kennedy stated she is hopeful the drug store in Lumpkin that was purchased by the city council will be renovated into a library.

Lisa Goodwin (Muscogee) – Ms. Goodwin stated that she met with Mr. Harkness on his first day on the job. Due to the opening of the new City Services Center, there was an influx of parking in the library parking lot. Ms. Goodwin reported that signs have been established directing people to the parking garage.

Ms. Goodwin said she would like to see conformity and continuity in job descriptions and that they not be continually changed or re-written.

The meeting adjourned at 6:35 p.m.