

Chattahoochee Valley Libraries Board Meeting
Thursday, July 19, 2012
Columbus Public Library

Minutes

Members Attending

Abbie Dillard Gary Griesheim
Sivan Walker-Dixon Michelle Griffin
Dorothy Kennedy

Members Excused

Lisa Goodwin
Frank Star

Others Attending

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Gabriel Lundeen, CVL Deputy Director
Debbie McGregor, Administrative Assistant to the Director

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

The Chair asked if there were any corrections to the minutes of the January 19, 2012 meeting. Gary Griesheim moved the minutes be approved as distributed. Sivan Walker-Dixon seconded the motion. The motion passed unanimously.

PUBLIC COMMENT – There was none.

TREASURER’S REPORT

Lyn Anderson reviewed the financials with the Board. There were no unusual items in the report. Dorothy Kennedy moved the Treasurer’s Report be approved as presented. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

DIRECTOR’S REPORT

The Director’s Report was distributed prior to the meeting. Ms. Muller introduced the new CVL Deputy Director, Gabriel Lundeen, to the Board.

Claudya Muller informed the Board of an upcoming advertising campaign called “Geek the Library.” Ms. Muller stated that this is a national campaign that was started several years ago by OCLC. In the campaign, “geek” is used as a verb and people are asked what they geek. She stated that local celebrities, library staff and members of library boards will be involved in the campaign.

Ms. Muller reported that the library has been contacted by *Library Journal* to do an article on the current jail project going on in Muscogee County.

UNFINISHED BUSINESS

Strategic Plan – Claudya Muller reviewed the document with the Board and stated that there are already things in the document that need to be modified. Ms. Muller said that the new Strategic Plan is a living document and as things change, modifications can be made. She explained that the branch managers worked extremely hard on the document. She said that where the library boards will see the outcomes will be in the monthly Director's Report. The report will use the initiatives as outlined in the plan. The Library Board will see in the Director's Report the progress being made in the Strategic Plan because the headings in the report will mirror the initiatives in the Strategic Plan.

NEW BUSINESS

Personnel Policies Review – The following policies were reviewed and no changes were made:

1. PERS1 – Professional Development Opportunities
2. PERS2 – Tuition Reimbursement
3. PERS3 – Conference Attendance -- Staff
4. PERS4 – Professional Association Memberships
5. PERS5 – Conference Attendance – Board
6. PERS6 – Outside Employment
7. PERS7 – Gifts and Honorarium
8. PERS8 – Access to Employee File Information
9. PERS9 – Employee References
10. PERS10 – Personnel Recruitment
11. PERS11 – Position Authorization
12. PERS12 – Applications

Operating Policies Review – The following policies were reviewed and no changes were made:

1. GOV8 – Conflict of Interest
2. GOV9 – Use of Tobacco Products
3. GOV10 – Advertising, Promotions and Material
4. CUS1 – Customer Service Policy
5. CUS2 – Customer Code of Conduct
6. CUS3 -- Safe Child Policy
7. CUS4 – Staff Room Policy
8. CIR1 – Library Cards
9. CIR2 – Loan Periods
10. CIR3 – Renewal of Materials
11. CIR4 – Holds
12. CIR5 – Blocks
13. CIR6 – Claimed Fine Paid and Claim Returned
14. CIR7 – Overdue Materials
15. CIR8 – Damaged and Lost Materials

16. CIR9 – Fines
17. CIR10 – Smart Card Use
18. CIR11 – Student Library Cards
19. CIR12 – RefundsCIR13
20. CIR13 – Petty Cash

The Chair stated that none of the policies up for review had been modified in any way and that she would like a motion to approve both the Personnel Policies and Operating Policies. Sivan Walker-Dixon moved that all of the policies presented for review be approved. Gary Griesheim seconded the motion. **The motion passed unanimously.**

Participating Agreement – The Chair explained the Participating Agreement has not been reviewed since its origination in 1974. Claudya Muller stated the main change to the document was the acknowledgement of the Muscogee County Library Board since that Board did not exist when the document was originally created. Gary Griesheim moved to approve the Participating Agreement as amended. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

Claudya Muller stated that the Participating Agreement was simply overlooked in years past because focus was put on the Establishing Agreement of each of the member counties. She said in the future, the Establishing Agreement and Participating Agreement will be reviewed each April and the Bylaws and Constitutions will be reviewed each October.

Library Closings 2012-2013 – After a review of the dates, Gary Griesheim moved to approve the proposed Library Closings 2012-2013. Dorothy Kennedy seconded the motion. **The motion passed unanimously.**

CHAIR'S REPORT

The Chair's Report was distributed with the Board meeting documents.

The Chair welcomed Gabriel Lundeen to the meeting. Mr. Lundeen is the new Deputy Director for CVL.

The Chair reported that a new manager has been hired to fill the Marion County Public Library position. Charlynn Seidell is an MLS and will be moving to the area from Pennsylvania. She will begin in her position in early August.

The Chair also commended the staff on the hard work put into developing the 2012-1017 Strategic Plan. She stated that the staff had dedicated many hours to this project.

The Chair thanked Gary Griesheim for his service to both the Muscogee County Library Board and the Chattahoochee Valley Libraries Board. Mr. Griesheim has resigned from both Boards in order to dedicate more of his time to the Friends of Libraries.

COUNTY LIBRARY REPORTS

Cusseta-Chattahoochee County – Abbie Dillard reported that the Georgia Public Library Service has contacted C-CCPL about doing an article on the Literacy Bell project. They are very excited that this project will receive the recognition it deserves.

Ms. Dillard stated the library was excited over the continued success of their work with the area teens. She reported C-CCPL had 44 teens register for the Teen Vacation Reading Program.

Marion County – Sivan Walker-Dixon thanked everyone for their help and support while seeking to fill the Marion County Public Library Manager position. She said they are excited about the new manager and are eager for her to begin and moving forward.

Stewart County – Dorothy Kennedy reported that she has spoken with several individuals who have said they will be making contributions to the building of a new library in Lumpkin.

Muscogee County – Michelle Griffin stated she is looking forward to serving on the Chattahoochee Valley Libraries Board. She wished Gary Griesheim well in his increased involvement in the Friends of Libraries.

Gary Griesheim reported that the Muscogee County Friends of Libraries is currently undergoing some reorganization changes. He stated the Friends are also having meetings with the Library Foundation.

Gabriel Lundeen reported that the ALA Virtual Conference was set up in the conference room so that staff could attend some of the workshops being offered. He stated he was very pleased with the attendance of a good many staff at these workshops.

The next meeting of the Chattahoochee Valley Libraries Board will be Thursday, October 18, 2012.

The meeting adjourned at 6:10 p.m.