

Chattahoochee Valley Libraries Board Meeting
Thursday, August 21, 2014
Cusseta, GA

Minutes

MEMBERS ATTENDING

Sivan Walker-Dixon Mike Webb
Owen Ditchfield Helene Watson

MEMBERS EXCUSED

Lisa Goodwin David Fox
Dorothy Kennedy

OTHERS ATTENDING

Alan Harkness, CVL Director
Pam Burgamy, Cusseta-Chattahoochee County Public Library Manager
Kim Scott, Marion County Public Library Manager

Chair Sivan Walker-Dixon called the meeting to order at 5:38 p.m.

MINUTES

The Chair asked if there were any corrections to the minutes of the May 13, 2014 meeting. Owen Ditchfield moved the minutes be approved as distributed. Helene Watson seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

TREASURER'S REPORT

In the absence of Lyn Anderson, Alan Harkness presented the Treasurer's Report. Mr. Harkness stated there were no unusual items. There was confusion on the reporting of one of the reports and Mr. Ditchfield stated he felt the report could have been done differently without all the columns. After further discussion, Mr. Harkness stated he would review the report with Mr. Anderson and have answers to the Board at their next meeting.

DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting. Mr. Harkness stated he did have some things to add to the report. Owen Ditchfield asked him to address circulation first. He said it looked like everyone was down and asked why. Mr. Harkness stated the system does not have as many users of the library or active users. He said when he first arrived it was around 51,000 and is now down to about 47,000 regionally. Mr. Ditchfield asked if it was due to WiFi. Mr.

Harkness stated that WiFi numbers are up, computer use is down slightly and circulation is flat. The Chair stated that she felt that individuals using their own devices were also having an impact on these numbers.

Mr. Ditchfield asked what if anything had happened with the complaint from Stewart County at the last Board meeting about pornographic material in the library. Mr. Harkness stated he has not heard any more about it. The individual was given a Materials Reconsideration form that could be completed and sent to the library so that the material could be reviewed. The completed form was never received.

Mr. Harkness met with other Directors throughout the state with the Regents Public Library Advisory Council that discusses the state funding formula. It looks like CVL will get cut about \$9,000 - \$10,000 from state funds in FY16.

In order to qualify for e-rate and the more rural you are, the more you receive, you are not allowed to charge for Internet. This organization has been charging for a number of years so this organization is going to stop. He said he was not exactly sure when it would take place. He said the system could potentially lose their e-rate if they do not stop charging customers for the Internet. He stated that the system did not need to lose their e-rate and that he was going to work to have this done by Labor Day. He stated he thought the previous Director's reasoning for the charge was it was not a charge to use the computer but for use of the equipment. He stated the state library does not approve of the charge. He said that according to the policy the library provides a full range of formats and it could be argued that includes the Internet. He said that according to computer usage throughout the system, about 1/4 to 1/3 have been guest passes. He said there will still be guest passes because the system will not deny anyone access to the Internet but it will be for free. Owen Ditchfield asked how much of an increase would it be if the system lost their e-rate. Mr. Harkness stated that the e-rate covers 90% of the Internet service.

The Director reported on a partnership with the Muscogee County School District to develop what is being called a CLUE account (Chattahoochee Libraries United with Education). The CLUE account will allow the library to upload a file from the school district into POLARIS (the library's integrated library system) and provide an account for every child in the district. This will eliminate the need to go door-to-door and send applications to the schools for children to return in order to get a library card and the return rate is extremely low. Children must have an application signed by their parents in order to get a library card. CLUE is not a card; it is an account. Essentially all students will have access to Brainfuse, Mango Languages, the Credo Reference Tools, National Geographic and the Galileo suite. On September 8th, the plan is to roll this out to teachers to give them an opportunity to look at it. On September 15th, it will be available to 29,000 students. It does not allow access to any e-materials, i.e. e-books, e-music, magazines, etc. because some of that material has age appropriateness to it. He stated that if this program is successful, he would like to approach the Boards of Education in each of the other counties to see if they would like to partner as well.

After some negotiation, it has been decided to use the bookmobile service to one week per month rather than eliminating it altogether. The Chattahoochee County folks were very earnest in their desire to keep the bookmobile and it did not seem feasible to keep in one county and not the others.

The Director reported he had finally heard back from Ft. Benning. Based on what they are currently paying their staff, it will not save them any money if we were to take over and run the personnel side of it. He said negotiations are not complete but he is not optimistic about it.

He reminded the Board of the Children's Book Festival next month. He said it is going to be quite an event with jump houses, petting zoo, food and authors. Plans for 2015 are already underway with the featured author being Meg Cabot.

On July 1, 2014, the gun laws in the State of Georgia changed. Because the four libraries in Muscogee County are considered school property, it does not change the fact that customers cannot bring guns into those facilities. However, they are allowed in the libraries in Cusseta-Chattahoochee, Marion and Stewart Counties. Mr. Harkness stated he will be working with the counties in understanding the law and what to do about it. There will be a representative from the Sheriff's office attending an all-staff meeting to better inform staff of exactly how the law will affect libraries.

UNFINISHED BUSINESS

Operating Policies Review (No Revisions)

1. CIR7 – Damaged and Lost Materials
2. CIR8 – Fines
3. CIR10 – Student Library Cards
4. CIR 11 – Refunds
5. CIR 12 – Petty Cash
6. INF1 – Priorities for Reference Service
7. INF2 – Interlibrary Loan Policy
8. INF3 – Computer/Internet Use
9. INF4 – Electronic Communications Policy
10. INF5 – Guest Computer Use Cards
11. INF 6 – Photographs and Videos

Mike Webb moved to approve the Operating policies that had no revisions as presented. Owen Ditchfield seconded the motion. **The motion passed unanimously.**

NEW BUSINESS

Operating Policy Revisions

1. GOV5 – Board Member Reimbursement

The Chair asked what "other professional events" pertained to. Mr. Harkness stated this covers conferences and meetings pertaining to the library.

Owen Ditchfield moved to approve the revision as suggested in GOV5 – Board Member Reimbursement. Mike Webb seconded the motion. **The motion passed unanimously.**

2. CUS2 – Customer Behavior

Mr. Harkness stated that the policy must be posted so the documented was reviewed for not only clarity to include the new gun law but also to address children under the age of 8 who are not accompanied by an adult. Mr. Ditchfield asked if any of the library's policies addressed the possibility of backpacks being searched. Mr. Harkness stated searching of anyone or anything is not addressed in any of the policies. He said that a lawyer would need to be consulted to see if that is something that is within the rights of the library to do. Mr. Ditchfield said he thought it might be prudent for the Director to look into the possibility. Mike Webb moved to approve the revisions as presented. Owen Ditchfield seconded the motion. **The motion passed unanimously.**

3. CUS3 – Child Safety Policy

Mr. Harkness explained this revision was made to more clearly define that children under 8 must be accompanied by an adult. Owen Ditchfield moved to approve the revision as presented. Mike Webb seconded the motion. **The motion passed unanimously.**

Signatory Authority – This document is required by the Georgia Public Library Service and must be signed by the Chair of the regional board for the system. Ms. Walker-Dixon signed the document and it will be sent to GPLS.

CHAIR'S REPORT

The Chair reported that a new roof has been put on the Marion County Public Library and they are very pleased with it. The Chair stated that the Director assisted Marion County in applying for an MR&R Grant and the local funding authorities paid the balance.

COUNTY LIBRARY TRUSTEE REPORTS

Cusseta-Chattahoochee County – Mike Webb reported that the library has a new air conditioning unit. He stated it has not been installed yet but will be soon.

Muscogee County – Helene Watson reported she had been out of town much of the summer but had reports that the summer programming for children was extremely good.

Owen Ditchfield stated he was looking forward to the Children's Book Festival in September.

The meeting adjourned at 6:26 p.m.

The next meeting of the CVL Board will be held in Buena Vista at the Marion County Public Library.

