

Chattahoochee Valley Libraries Board Meeting
Thursday, October 17, 2013
Columbus Public Library

Minutes

MEMBERS ATTENDING

Abbie Dillard
Sivan Walker-Dixon

Michelle Griffin
Owen Ditchfield

MEMBERS EXCUSED

Lisa Goodwin
Dorothy Kennedy

David Fox

OTHERS ATTENDING

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

Chair Abbie Dillard called the meeting to order at 5:32 p.m.

MINUTES

The Chair asked if there were any corrections to the minutes of the July 18, 2013 meeting. Owen Ditchfield moved the minutes be approved as distributed. Michelle Griffin seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

TREASURER'S REPORT

Lyn Anderson reviewed the financial report with the Board. He stated there was nothing out of the ordinary to report for the quarter and asked if anyone had any questions. Owen Ditchfield 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 to the Board members prior to the meeting. Mr. Harkness made the following additions to his report.

The state funding formula will be for state paid positions only. There will be no more funding for materials and books. The Chattahoochee Valley Libraries' will lose approximately \$22,000.

Suzanne Barnes will retire December 31, 2013. Mr. Harkness stated he will be meeting with Ms. Barnes to become even more familiar with her position especially the outreach she is involved with. He said that CLASS serves nine (9) counties.

Personnel is currently working to replace Kirsten Edwards, former North Columbus Public Library Manager. Ms. Edwards resigned to move closer to her family in Pennsylvania. At the present, Katie Barnett is the interim branch manager.

Mr. Harkness reported that counters are being installed in all of the libraries (city and county) so that there is a better accounting of foot traffic in the libraries.

He stated that the Aflac Vacation Reading Program was the most heavily attended in the state.

UNFINISHED BUSINESS – There was none.

NEW BUSINESS

Operating Policies Review – The following Operating Policies were reviewed.

1. INF1—Priorities for Reference Service
2. INF2—Interlibrary Loan Policy
3. INF3—Computer/Internet Use
4. INF4—Electronic Communications Policy
5. INF6—Photographs and Videos
6. GSV1—Volunteer Policy
7. GSV2—Volunteer Background Check Policy
8. GSV3—Programs
9. GSV4—Tours
10. GSV5—Film Showings

The Chair requested that since none of these policies were amended that they be approved collectively. Sivan Walker-Dixon moved the policies be approved as reviewed. Owen Ditchfield seconded the motion. **The motion passed unanimously.**

Policy Revisions

1. GOV11 – Art Policy – The Chair explained that the Art Policy was being brought back to the Regional Board from the Muscogee Board for further clarification. The last sentence in the policy, “Portraits are to be hung only when the individual being honored has met the criteria for such recognition.” was deleted from the policy. Sivan Walker-Dixon moved to approve the

amended policy as recommended. Michelle Griffin seconded the motion. **The motion passed unanimously.**

2. CIR1 – Library Cards – Amendments to the policy were reviewed. The following change to the amendments was made:

Suggested amendment: 3rd paragraph, delete: *The replacement fee for lost Library Smart Cards is \$3.00.*

Approved amendment to 3rd paragraph: *The replacement fee for lost library cards is \$3.00.*

Sivan Walker-Dixon moved to approve the amendment as suggested by the Board. Owen Ditchfield seconded the motion. **The motion passed unanimously.**

Owen Ditchfield moved to approve the amendments to the policy as recommended by staff with the amendment as proposed and approved by the Board. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

3. INF5 – Guest Computer Use Cards – The Board reviewed and agreed with all amendments to the policy. Owen Ditchfield moved and Sivan Walker-Dixon seconded the motion to approve the amended policy. **The motion passed unanimously.**

Capital Outlay Grant

The Chair asked Mr. Harkness to explain the Capital Outlay Grant and the two libraries making application for the grant. Mr. Harkness stated that the capital outlay grant from the State of Georgia would allow for new construction. The local economy would have to raise the funds for the first \$100,000 for the \$1 million and the state will provide the other \$900,000. It is a 50/50 split on every dollar after that up to \$2 million. The General Assembly is not looking as favorably on new construction as they are on renovation and/or additions. When the application is submitted, it is put in the queue with everyone else in the state is making application. Once on the list, there is no obligation to stay on this list and can withdraw at anytime and make any changes to the application.

1. Lumpkin Public Library – Mr. Harkness addressed the fact that the Lumpkin Public Library is no longer in existence. A minimum of 6,000 square for state aid if you are going to build a new building. You can apply for a waiver of that amount. Stewart County only qualifies for 2,600 square feet based on population. The state allows only so many square feet per capita for libraries they will help fund construction. Based on populated projected till 2030,

according to the Office of Planning and Budget, Stewart County will lose approximately 300 people. Parks Memorial Public Library in Richland is 4,000 square feet so Stewart County already has more square footage than the state would allocate. When the General Assembly begins looking at the various projects and see what is available to Stewart County in Richland, it is going to be harder to justify the grant. Mr. Harkness stated his other concern is whether the City of Lumpkin can somehow partnership with Stewart County to pay operating expenses for the long-term. Mr. Harkness said that the City received approximately \$150,000 from the SPLOST. They have spent a good portion of that money on an old drug store with the idea of renovating it into a library. That facility is not worth renovating and needs to be torn down. Another option may be to build something smaller.

Chair Dillard asked if the Stewart County Library Board has approved to apply for a state grant. Mr. Harkness stated they have and would like for the CVL Board to approve the request. Owen Ditchfield asked if they have any plans for raising the matching funds needed for the grant. Mr. Harkness said they are focused on their SPLOST and other rural grants. They think they can raise the money.

The Chair recommended the following three options: vote to approve to go to the State; vote to say no that we should not send it to the State; or table it until a Stewart County representative is present. Owen Ditchfield moved to table a decision on the Stewart County grant request until a Stewart County representative is present. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

2. Cusseta-Chattahoochee County Public Library – The Cusseta-Chattahoochee County Public Library request is for expansion/renovation rather than new construction. They have 4,600 square feet. Again, the minimum is 6,000 square feet. Mr. Harkness and Chair Dillard met with the city manager and presented the three scenarios to him. He was in favor of scenario #2 which would add 2,500 square feet to the existing structure for a total of 7,100 square feet. The projected total cost of the project would be \$1,560,000.

Owen Ditchfield moved and Sivan Walker-Dixon seconded the motion to approve the Major Repair and Renovation Grant as requested by the Cusseta-Chattahoochee County Library Board. **The motion passed unanimously.**

Major Repair & Renovation Grant (MR&R)

1. Marion County Public Library – The General Assembly allows for an MR&R grant which covers maintenance and renovation. This grant is a 50/50 split where you pay for it locally and then get half back from the state. The current roof is the original roof from the early 90's. The Marion County Library Board would like to apply for funding for a roof replacement. Sivan Walker-

Dixon moved to approve the state grant application for the Marion County Public Library. Michelle Griffin seconded the motion. **The motion passed unanimously.**

2. Cusseta-Chattahoochee County Public Library – The Cusseta-Chattahoochee County Public Library is seeking to replace its carpet since the building expansion would be several years down the road. The carpet in the building is the original carpet and is in need of replacement. Sivan Walker-Dixon moved to approve the state grant application for the Cusseta-Chattahoochee County Public Library. Michelle Griffin seconded the motion. **The motion passed unanimously.**

CHAIR’S REPORT

The Chair’s Report was distributed to the Board prior to the meeting.

The Chair appointed a nominating committee to bring a slate of officers to the January 16, 2014 meeting. The nominating committee will be as follows:

Sivan Walker-Dixon, Chair
Michelle Griffin
Owen Ditchfield

The Chair informed the committee that Sivan Walker-Dixon will need to chair the January meeting since she is Vice Chair and the current Chair will no longer be on the Board.

COUNTY LIBRARY TRUSTEE REPORTS

Marion County – Sivan Walker-Dixon reported that the Marion County Public Library has added another phone line dedicated to sending/receiving faxes.

Kim Scott is doing a lot of outreach with the schools including a book fair at the elementary school.

Muscogee County – Michelle Griffin congratulated Alan Harkness and his staff. She stated she had a client who’s computer went out and came to the library to use one of the public access computers. She said he was very impressed with the level of professionalism and help during his visit.

Owen Ditchfield asked if Mr. Harkness had looked into changing the closing day of the South Columbus Public Library. Mr. Harkness stated he is looking into it and running the numbers as to the cost.

Alan Harkness added to his report that the system has received maintenance/repair money from the state for technology so all of the branches throughout the region are going to be receiving laptops, iPads, tablets, etc. This is going to help with public computing. He

said he would be sending the General Assembly delegation a thank you letter in appreciation of the funds. He asked that all of the local library boards do the same.

Cusseta-Chattahoochee County – Abbie Dillard reported that Crystal Coleman has been appointed to replace Ms. Dillard on the C-CCPL Board. She said that Ms. Coleman has served on the Board of Education in Cusseta-Chattahoochee County and will be an asset to the Library Board.

The meeting adjourned at 6:05 p.m.