

Chattahoochee Valley Libraries Board Meeting
Thursday, October 18, 2012
Columbus Public Library

Minutes

MEMBERS ATTENDING

Abbie Dillard Frank Star
Dorothy Kennedy Sivan Walker-Dixon
Lisa Goodwin Michelle Griffin
Owen Ditchfield

OTHERS ATTENDING

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

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

The Chair introduced new Board member, Owen Ditchfield, to the Board. Mr. Ditchfield is the new representative of the Muscogee County Library Board replacing Gary Griesheim.

MINUTES

The Chair asked if there were any corrections to the minutes of the July 19, 2012 meeting. Lisa Goodwin moved the minutes be approved as distributed. Frank Star seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

TREASURER'S REPORT

Lyn Anderson presented the Treasurer's Report. Mr. Anderson reported that all of the counties appear to be on target for the year. He noted that it appears on the Quarterly County Receipts for 2011/2012 show that Stewart County was very much over budget. He explained that the City of Lumpkin had not paid any in two years and they recently brought their contribution to the system up-to-date creating a significant increase.

Claudia Muller reported that he had spoken with Mayor Gibson (Lumpkin) and he has requested a report of the City of Lumpkin's contributions to the regional system and to their local Library Board or the last several years. She stated that Mr. Anderson has pulled the last three years of that information and sent it to Mayor Gibson. Ms. Muller said she was not sure why he wanted

the information but she has informed Jean Armour, Stewart County Library Board Chair, and Pepper Grimmett, Parks Memorial Public Library Manager, of his request. Lisa Goodwin said that maybe there would be an increase in funding. Ms. Muller said that she thought it might be related to the fact that Stewart County will have a SPLOST on their ballot in November and if it passes, some of the funds are designated to replace the library in Lumpkin. She said that since Mayor Gibson was not mayor during the majority of the time prior to the SPLOST, she felt he may be just trying to bring himself up to speed.

Mr. Anderson reported that income from the counties for the current fiscal year is beginning to come in. Marion County shows receiving none but a check from the Marion County Board of Education has been received but did not arrive in time to be included in the report.

Sivan Walker-Dixon moved the Treasurer's Report be approved as distributed. Frank Star seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting. Ms. Muller added to her report. Ms. Muller updated the Board that the Circles in Columbus event held was a success. The library will try to do more of those kinds of outreach programs. Planning for next year's Building Common Ground series is currently underway. A contract has been signed with Nicki Giovanni. She will be at the library in April as part of National Poetry Month. Henry McCoy is currently working to get the gentleman in charge of Story Core with NPR to speak in February. Linda Hyles received a call today indicating there may be some money coming in for the Building Common Ground series.

Ms. Muller said the library is currently about \$100,000 short in funding for the Building Common Ground series and the first annual Columbus Children's Book Festival. The library is in need of up-front money so she has taken \$90,000 out of the materials budget. As the grants, sponsorships and other support come in for these programs, those funds will be put back into the materials budget. She stated that the visibility these programs create for the library is important. She said she felt the partnership with Midtown was very important as well.

Owen Ditchfield stated that he felt the program with the jail was also important. Ms. Muller stated that she would like to see the jail program and *Simple Steps* expand. She stated that she felt programs such as these will definitely make a difference. She said the evidence of how much these programs are making a difference will not be seen for at least 15 years because the children being worked with now will not graduate for another 15 years.

Chair Dillard said she attended a military appreciation function at the Chamber of Commerce and the speaker was the head of the Ranger Battalion at Fort Benning. In his talk, he spoke about his impression of Columbus when he was here in 1985 and what a difference this city is now and the opportunities available.

UNFINISHED BUSINESS – There was none.

NEW BUSINESS

Chair Dillard stated that the Personnel Policies and Operating Policies listed were for review. She stated that there were no policies in either group to be revised. The policies considered were as follows.

Personnel Policies Review

PERS13 – Internships
PERS14 – Interview and Selection
PERS15 – Initial Employment Period
PERS16 – Promotions
PERS18 – Performance Evaluations
PERS19 – Work Week
PERS20 – Transition (240 to 260 days)
PERS21 – Employee Termination of Employment
PERS22 – Emergency Closing Compensation
PERS23 – Transportation Reimbursement
PERS24 – Electronic Communications Policy
PERS25 – Board Member Expense Reimbursement

Operating Policies Review

INF1 – Priorities for Reference Service
INF2 – Interlibrary Loan Policy
INF3 – Computer/Internet Use
INF4 – Electronic Communications Policy
INF5 – Guest Computer Card
GSV1 – Volunteer Policy
GSV2 – Volunteer Background Check Policy
GSV3 – Programs
GSV4 – Tours
GSV5 – Film Showings

Chair Dillard explained that it is a requirement by the State that all policies be reviewed annually. She said that since there are so many, they are broken into blocks to be reviewed at each quarterly meeting.

Lisa Goodwin moved the personnel policies and operations policies presented for review be approved. Frank Star seconded the motion. The **motion passed unanimously**.

Nominating Committee – Chair Dillard appointed the following individuals to the Nominating Committee. The committee will bring a proposed slate of officers for 2013

to the Board at its January 2013 meeting. The members of the committee are Sivan Walker-Dixon (Committee Chair), Lisa Goodwin and Michelle Griffin.

Personnel Policy Revision – Ms. Muller reported that starting in January, the Board will begin looking at a completely different configuration of the personnel policies. The reason for this is to use the State model for library personnel policies. She said she had completed the draft of the first three chapters. She said she will be meeting with Carter Schondelmeyer, the Human Resources attorney for the school district and with Kathy Tessin as soon as their calendars allow. The policies being recommended by the Georgia Public Library Service were developed by a lawyer in the Attorney General's office and a librarian. These are clearer, shorter and easier to read than the multi-page versions the school district has.

Ms. Muller said she anticipate it taking about six months to bring all of the documents to the Board.

CHAIR'S REPORT

Chair Dillard stated she was very pleased that all three of the smaller counties (Marion, Cusseta-Chattahoochee and Stewart) received grants from the Sumter Electric Foundation.

The Chair stated that the \$5,000 grant received by Cusseta-Chattahoochee County was sent to the regional system to be added to the materials budget. The Chair stated that the Cusseta-Chattahoochee County Board felt this was a good use of the funds since the materials budget took a major cut and do something to help the whole system.

The Chair reported that these grants can be applied for once a year. She said so far in Cusseta-Chattahoochee County, they have received three of these grants. They were able to use the funds to replace the heavy library entrance doors with automatic doors, provide funding for the Literacy Bell and now apply funds to the materials budget for the region.

The Chair reported that the teens in Cusseta-Chattahoochee County have developed a newsletter and the newsletter is going to be distributed to Cusseta-Chattahoochee County resident subscribers by the *Tri-County Journal*. She said the teens are very excited about it. She said the teens call themselves Super Library Youth (SLY). They are very active in the library.

Chair Dillard asked Gabriel Lundeen how the Digital Bookmobile was doing. Mr. Lundeen state that the Digital Bookmobile is out of commission for approximately 2 weeks due to an electrical problem. The Chair asked Mr. Lundeen to provide the Board with a brief report at future meetings letting them know where the bookmobile is making stops and programs and/or services offered. Mr. Lundeen stated he would begin making reports on the Digital Bookmobile.

Ms. Muller addressed the Geek campaign. She said she had seen Abbie Dillard's commercial for the campaign. She stated that there will be six commercials beginning next week. Lisa Goodwin, David Fox and Michelle Griffin are other Board members who will be featured in commercials.

Ms. Muller reported she had read a press release by the OCLC and the Gates Foundation has given more than \$1 million to OCLC to expand the Geek campaign to another 1,000 cities. The Chattahoochee Valley Libraries will be one of the case studies they will use in demonstrating how to do the campaign. Representatives of OCLC came to the library and met with Linda Hyles and were very impressed with everything that has been done with the project.

Because of what has been done with the project, CVL is one of five finalists to be a pilot of a new OCLC promotional campaign that will not be funded by the Gates Foundation. It will be funded by somebody in the entertainment industry and that is the only information they are releasing. Right now they are looking at the area's demographics and that will be the final deciding factor. She said they hope to know within the next couple of weeks if the library is selected as a pilot site.

Claudia Muller reported that she and Meridith Jarrell attended the state strategic planning meeting held in Forsythe. She suggested that the State reduce the number of regional libraries. She said there are currently 62 and that is too many. As a result of the discussion, Julie Walker, Deputy State Librarian, contacted Claudia and informed her that she is currently working on making some changes to the state funding formula. Ms. Walker was suggesting 12 regions and wanted to discuss this possibility with her. She said this would not eliminate existing regions right away but would set up the framework for when people retire, regions could be merged. Ms. Walker said there are 8 vacancies now for Directors. Three of them are in North Georgia in an area where smaller regions were and they are trying to get those regions to merge. She said Ms. Walker also wants to eliminate state funding for all materials. Ms. Muller said for CVL it would be around \$40,000. She said there are some libraries where the state funding is the only funds they have for materials. Ms. Muller said she does not see any of the changes taking place in the near future.

Ms. Muller stated that because of Ms. Walker's follow-up conversation with her, she is looking forward to the meeting in Leesburg. She stated that Abbie Dillard will also be attending that meeting. She invited any other Board members wishing to attend to please let her know. The meeting is October 25th and they will leave at 3 p.m. directly after the Muscogee County Library Board meeting.

COUNTY LIBRARY TRUSTEE REPORTS

Muscogee County – Lisa Goodwin stated that there are so many good things going on in the libraries.

Marion County -- Sivan Walker-Dixon reported they are very pleased to have Charlynn Seidel as the new manager at the Marion County Public Library. She stated that Ms. Seidel is becoming very active in the community in order to get to know the citizens of Marion County.

Stewart County – Dorothy Kennedy reported that residents in Stewart County are anticipating the outcome of the SPLOST that will be on the November 6th ballot. She said she does not really know what the outcome will be because she has heard comments from both sides. The SPLOST would allow funds to be allocated for the building of a new library in Lumpkin.

The meeting adjourned at 6:25 p.m.

The next meeting of the Chattahoochee Valley Libraries Board will be January 17, 2012/

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