

Chattahoochee Valley Libraries Board Meeting  
Thursday, October, 20, 2011  
Columbus Public Library

Minutes

Members Attending

Abbie Dillard	Dorothy Kennedy
Mimi Childs	Sivan Walker-Dixon
Lisa Goodwin	Gary Griesheim
Frank Star	

Others Attending

Claudya Muller, CVL Director  
Debbie McGreggor, Administrative Assistant to the Director

Chair Abbie 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 August 18, 2011 meeting. Frank Star moved the minutes be approved as distributed. Dorothy Kennedy seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

The Treasurer's Report was distributed prior to the meeting. In the absence of Lyn Anderson, Claudya Muller reported that the financials are in line and on budget. Frank Star moved to approve the Treasurer's Report as distributed. 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 added to her report that she was contacted by a retired teacher from Russell County and who is now a volunteer with the Muscogee County Friends of Libraries asking for assistance in honoring the straight "A" students from the Russell County Middle School. He stated that he would like to bring the students to the library for a "behind the scenes" tour and then show them a movie. He said he felt the students should be rewarded for their hard work and this would be a way of doing that. He has also arranged for the students to receive non-resident library cards that will be paid for by donors.

Chair Abbie Dillard stated she noticed there was no statistical analysis attached to the Director's Report. Ms. Muller explained that due to the inclusion of the online services to the circulation portion, there were some errors in the total numbers which will be corrected. She stated that the online services portion has increased to 4% and is continuing to grow at a very fast rate.

## UNFINISHED BUSINESS

**Personnel and Operating Policies Review** – The Chair asked that all policies listed for review with no changes be approved. Gary Griesheim moved to approve the following policies:

### A. Personnel Policies Review

1. PERS18—Performance Evaluation
2. PERS19—Work Week
3. PERS20—Transition (240 to 260 days)
4. PERS21—Employee Termination of Employment
5. PERS22—Emergency Closing Compensation
6. PERS23—Transportation Reimbursement
7. PERS24—Electronic Communications Policy
8. PERS25—Board Member Expense Reimbursement

### B. Operating Policies Review

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

Frank Star seconded the motion. **The motion passed unanimously.**

**Policy Revision -- CIR1—Library Cards** -- The purpose of this revision is to combine all policies concerning library cards, i.e. Smart Cards, Guest Computer Cards, etc. into one policy and to discontinue the use of Guest Smart Cards. Ms. Muller stated that the machines that accept the Guest Computer Cards are constantly breaking down and are expensive to repair. She said that most of the machines are not working at this time. The card would be replaced with a Visitor Pass at the cost of \$1.00 per day with a 3-hour limit.

Frank Star moved to approve the policy as amended. Mimi Childs seconded the motion. **The motion passed unanimously.**

**Strategic Plan** – Chair Abbie Dillard and CVL Trustee Gary Giesheim met with Muscogee County Library Foundation Board members Tyler Townsend and Jeanne Swift. Chair Dillard and Mr. Giesheim agreed the meeting was very good and they felt better communications will help with the relationship between the two entities. The Foundation Board does still feel that Objectives 4.1, 4.2 and 4.3 should be removed from the Library’s Strategic Plan. After lengthy discussion over these objectives and the discussions held between the two groups, Mimi Childs moved and Gary Giesheim seconded the motion to remove Objectives 4.1, 4.2 and 4.3 from the Library’s Strategic Plan.

## NEW BUSINESS

Nominating Committee – Chair Dillard appointed the following to the Nominating Committee.

Lisa Goodwin will serve as Nominating Committee Chair and Sivan Walker-Dixon and Gary Giesheim will serve on the committee. The committee will present a slate of officers for election at the January 2012 meeting.

CHAIR’S REPORT – There was none.

## COUNTY LIBRARY TRUSTEE REPORTS

Cusseta-Chattahoochee County – Abbie Dillard reported that the Ferst Foundation program is doing extremely well. She stated that all of the daycare and Head Start children will be provided with books for for two years. She reported they are now working to raise funding to include newborns to five years old as part of the program.

Friends of Libraries – Gary Giesheim reported the Friends next book sale will be April 18 – 22, 2012. He stated that the Friends were able to provide funding for all of the recent Muscogee County Board of Education/Muscogee County Library Board member luncheons. He also reported that the recently held essay contest was a great success.

Stewart County – Dorothy Kennedy reported the Stewart County Library Board did not meet due to lack of a quorum. She stated she had spoken with the Mayor of Lumpkin and he is pressing hard for a new library in Lumpkin. Ms. Kennedy reported she had attended a writers conference held at the Columbus Public Library that was very good.

Marion County – Sivan Walker-Dixon reported that Barbara Rodeheaver (Marion County Public Library Manager) is co-chair of the Family Connections and is working very hard with that group on their annual awards event. Ms. Rodeheaver has worked with Eric Willis to have the bookmobile go to the elementary school in Marion County.

Muscogee County – Lisa Goodwin urged everyone to constantly check the library’s website. She said the website is excellent and truly keeps you abreast of events going on at all of the branches.

Mimi Childs added that there are a lot of good programs going on at the libraries. Ms. Childs expressed to the Board how much she has enjoyed serving on the Muscogee County Library Board and as one of their representatives on the Chattahoochee Valley Libraries Board. Ms. Child’s tenure on the Muscogee County Library Board will end on December 31, 2011 and thus, so will her membership on the CVL Board.

The meeting adjourned at 6:35 p.m.