

Chattahoochee Valley Libraries Board Meeting  
Thursday, April 16, 2009  
Columbus Public Library

Minutes

Members Attending

Abbie Dillard                      Gary Griesheim  
Jimmy Elder                        Sivan Walker-Dixon  
Frank Star

Members Excused

Regina Wiczorek

Others Attending

Claudya Muller, CVL Director  
Lyn Anderson, CVL Chief Financial Officer  
Lyn Hopper, Georgia Public Library Service  
Debbie McGreggor, 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 15, 2009 meeting. Sivan Walker-Dixon said that on page 3, 3<sup>rd</sup> paragraph under C., Frank Star's name is misspelled. Frank Star moved the minutes be approved as corrected. Gary Griesheim seconded the motion. The motion passed unanimously.

PUBLIC COMMENT – There was none.

STRATEGIC PLAN

Mission and Vision Statements – Claudya Muller explained that with the upcoming new 3-year Strategic Plan being developed, it was felt by the administrative team that the Mission and Vision Statements needed to be redone. Ms. Muller introduced Lyn Hopper of the Georgia Public Library Service. She stated that Ms. Hopper was at the meeting to help facilitate the development of the new Mission and Vision Statements.

Ms. Hopper led a discussion on how to develop the statements and took the board through several exercises in determining the difference between the statements and how to distinguish the two.

At the end of the session, Ms. Hopper stated she would take all of the notes on the discussion with her and send a report to Ms. Muller. Jimmy Elder asked Ms. Muller and

Chair Dillard if they would prepare some sample statements and send them to the board members for review and further discussion. Ms. Muller and Chair Dillard agreed. The Mission and Vision Statements will be brought to the Board at its July meeting for approval.

#### TREASURER'S REPORT

Lyn Anderson presented the Treasurer's Report to the Board. He stated there were no exceptions in either the revenue or expenses.

Mr. Anderson reported that all of the county libraries are going to be undergoing changes in their current reporting procedures. He stated that he will begin training Barbara Rodeheaver and Robin Shader on the procedures to be used. The procedure to be used is the same one used by the Muscogee County Library Board which is compliant with state standards. Mr. Anderson reported that by having all of the libraries report in the same manner will provide for more efficient, detailed reporting.

#### DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting. Ms. Muller added to her report stating that effective July 1, 2009, a new program will be instituted entitled CVL Leads! This will be a two-year program to develop leaders within the library system. Ms. Muller said this was developed by Robin Shader in an effort for the library to "grow our own leaders." Any staff member may apply for acceptance into the program but only five will be accepted.

UNFINISHED BUSINESS – There was none.

#### NEW BUSINESS

##### Personnel Policies Review

- PERS1 – Professional Development Opportunities
- PERS2 – Tuition Reimbursement
- PERS3 – Conference Attendance—Staff
- PERS4 – Professional Association Memberships
- PERS5—Conference Attendance—Board
- PERS6—Outside Employment
- PERS7—Gifts and Honoraria
- PERS8—Access to Employee File Information
- PERS9—Employee References

##### Operating Policies Review

- CUS1—Customer Service Policy
- CUS2—Customer Behavior
- CUS3—Safe Child Policy
- CUS4—Staff Room Use
- CIR1—Library Cards

- CIR2—Loan Periods
- CIR3—Renewal of Materials
- CIR4—Holds
- CIR5—Blocks

Jimmy Elder moved to reaffirm all of the Personnel and Operating Policies presented for review. Gary Griesheim seconded the motion. **The motion passed unanimously.**

GOV9 – Use of Tobacco Products – This is a new policy that enforces the policy currently in effect by the Muscogee County School District. This policy states that no tobacco products are to be used on library grounds. Jimmy Elder moved to approve the policy. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

2009/2010 Library Closings -- The Library Closings 2009/2010 was presented for review and approval. Mr. Anderson asked that the Independence Day schedule be changed to show that the library would be open on Friday, July 3, 2009 and closed on Monday, July 6, 2009. Mr. Anderson stated that this would keep the library in line with the Muscogee County School District closing. Gary Griesheim moved to approve the 2009/2010 Library Closings calendar as amended. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

ILS Transition (Tentative for January 2/3, 2010) – Ms. Muller explained that the library will undergo an Integrated Library System transition at the end of the year. She stated that it is not known exactly how long the transition will take but normally it takes approximately 3 days. She said the purpose of asking the Board to approve two additional closing days is just in case a problem should arise and the library would need to be closed longer. She explained that the time is during the normal Christmas Break. Jimmy Elder moved to approve the additional days (January 2<sup>nd</sup> and 3<sup>rd</sup>) in case more time is needed for the transition of the ILS. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

#### CHAIR’S REPORT

The Chair’s report was distributed prior to the meeting. There were no additions.

#### COUNTY LIBRARY TRUSTEE REPORTS

Friends of Libraries – Gary Griesheim reported that there will be a book sale on July 17<sup>th</sup> and 18<sup>th</sup>.

Marion County – Sivan Walker-Dixon reported that the Marion County Library Board hosted a reception for the various funding authorities. She stated they had a very good turnout for the event.

Cusseta-Chattahoochee County – Abbie Dillard the Cusseta-Chattahoochee County Library Board had also hosted a reception for their funding authorities and was please with the attendance.

Ms. Dillard reported that they will soon begin a delivery service to shut-ins in the Cusseta-Chattahoochee County area.

The next meeting will be on Thursday, July 16, 2009 at 5:30 p.m. at the Columbus Public Library.

The meeting adjourned at 6:55 p.m.