

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

Minutes

Members Attending

| | |
|-----------------|--------------------|
| Abbie Dillard | Jimmy Elder |
| Regina Wiczorek | Sivan Walker-Dixon |
| Lisa Goodwin | Gary Griesheim |

Members Excused

Frank Star

Others Attending

Claudya Muller, CVL Director
Robin Shader, CVL Deputy Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director

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

The Chair recognized Lisa Goodwin as a new member to the Board. Ms. Goodwin is a representative of the Muscogee County Library Board.

The Chair asked if there were any corrections to the minutes of the April 16, 2009 meeting. Lisa Goodwin moved the minutes be approved as presented. Gary Griesheim seconded the motion. The motion passed unanimously.

PUBLIC COMMENT – There was none.

STRATEGIC PLAN

Mission and Vision Statements – Claudya Muller stated that the draft statements were developed in a meeting attended by Abbie Dillard, Robin Shader and herself. She reviewed each of the statements with the Board and explained how they were developed. She voiced concern in using the word “creative” to describe staff in the mission statement. After discussion of the statements, Jimmy Elder suggested that a third statement be developed to encompass the staff. This statement could be called an “Action Statement.” Jimmy Elder moved to approve the Mission Statement and Vision Statements and develop an Action Statement to address staff. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

TREASURER'S REPORT

Lyn Anderson reviewed the Treasurer's Report. He stated the numbers did not include the final numbers for Muscogee County because he has not received them from the Muscogee County School District but will have them for the meeting in October. Lisa Goodwin moved to approve the Treasurer's Report as presented. Jimmy Elder seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed to the Board members prior to the meeting. Ms. Muller added to her report that preliminary numbers indicate 24,000 children will have participated in the Aflac Vacation Reading program. She will have a final report on the program at the next Board meeting.

Ms. Muller stated that she recently sent personal thank you notes to volunteers who have donated over 200 hours of their time to the libraries. The top producer was _____ who is a volunteer in Richland at Parks Memorial Public Library with over 700 hours.

UNFINISHED BUSINESS – There was none.

NEW BUSINESS

Personnel Policies Review

- PERS10 – Personnel Recruitment
- PERS11 – Position Authorization
- PERS12 – Applications
- PERS13 – Internships
- PERS14—Interview and Selection
- PERS15—Initial Employment Period
- PERS16—Promotions
- PERS17—“Acting” Capacity
- PERS18—Performance Evaluation

Sivan Walker-Dixon moved PERS10 through PERS18 be reaffirmed by the Board. Gary Griesheim seconded the motion. **The motion passed unanimously.**

Operating Policies Review

- CIR6—Claimed Fine Paid and Claimed Returned
- CIR7—Overdue Materials
- CIR10—Smart Card Use
- CIR11—Student Library Cards
- CIR12—Refunds
- CIR13—Petty Cash

Jimmy Elder moved to reaffirm Operating Policies CIR6, 7, 10, 11, 12, 13. Regina Wiczorek seconded the motion. **The motion passed unanimously.**

CIR8 – Damaged and Lost Materials: Change as follows: 2nd paragraph remove the wording “...retail price of...” And replace with “amount the library paid.” Jimmy Elder moved to approve the recommended change. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

CIR9 – Fines: 3rd paragraph: Claudya Muller asked that this changed be disregarded and the original statement remain. She said that the current computer system will not handle this change.

4th paragraph: Change \$10.00 to \$5.00

5th paragraph: Insert the words “of overdue” between the words “total” and “fines.”

7th paragraph: Remove wording “or through Interlibrary Loan.”

8th paragraph: Delete in its entirety.

Jimmy Elder moved to approve the recommended changes to CIR9—Fines. Gary Griesheim seconded the motion. **The motion passed unanimously.**

POLICY REVISIONS

MNG9—Limited Access Library Garden Use: This is a new policy to address the outdoor garden space at the Columbus Public Library and the Mildred L. Terry Public Library. Lisa Goodwin moved to approve the policy as presented. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

CIR1—Library Cards: Chair Dillard asked that the two changes to this policy be addressed separately.

4th paragraph: Insert the wording: (computer access only) after Guest Smart Cards. Sivan Walker-Dixon moved to approved the change. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

6th paragraph: ~~Library cards are issued to visitors to the area. Visitors to the area may purchase a library card for a \$35.00 fee. These visitor cards provide full access to library materials and services and are valid for one year. Visitors are defined as residents living in the system’s four county service area who do not qualify for a free library card. for less than six months. Visitors may receive a library card for a \$25.00 refundable cash deposit.~~

After discussion of the proposed changes to this paragraph, the Board also asked that in the 3rd line of the paragraph, the word “residents” be replaced with the word “customers.”

Gary Griesheim moved the changes as recommended be approved. Regina Wieczorek seconded the motion. **The motion passed unanimously.**

CHAIR'S REPORT – There was none.

COUNTY LIBRARY TRUSTEE REPORTS

Cusseta-Chattahoochee County: Abbie Dillard reported that the program to deliver books to shut-ins has had very little response to date. Claudya Muller stated that Suzanne Barnes, CVL Outreach Coordinator, has reported that homebound service requests are increasing. Ms. Muller said that several avenues are being investigated such as piggybacking with community services such as Meals-on-Wheels. Jimmy Elder suggested that cards be left with shut-ins indicating their interest in library services.

Muscogee County: Jimmy Elder stated he had nothing to report on Muscogee County but did want to suggest library information cards be left at extended stay hotels in the area.

Marion County: Sivan Walker-Dixon reported that circulation in Marion County continues to increase. She applauded the staff of the Marion County Public Library for their continued hard work.

Stewart County: Regina Wieczorek reported that Stewart County's circulation continues to grow. She stated that the Library Board is currently working to get the needed repairs done at the Lumpkin Public Library. Ms. Muller stated that a letter will be sent to the Stewart County Commission giving them 30 days to respond to how they plan to make the needed repairs at the Lumpkin Public Library. Ms. Muller informed the Board that the mold and mildew situation at the library is a health hazard to staff.

Friends of Libraries: Gary Griesheim reported that the Friends will hold a book sale on Saturday and Sunday, July 18th and 19th at the Columbus Public Library. He asked the Board members to please attend and support this effort. Mr. Griesheim also reported that the PowerPoint presentation being developed by Dick McMichael has been completed and will be used at various civic group meetings to inform people about the Friends of Libraries.

The meeting adjourned at 6:20 p.m.