

Chattahoochee Valley Libraries Board Meeting  
Thursday, October 15, 2009  
Columbus Public Library

Minutes

Members Attending

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

Members Excused

None

Others Attending

Claudya Muller, CVL Director  
Lyn Anderson, CVL Chief Financial Officer  
Debbie McGregor, Administrative Assistant to the Director

Chair Dillard called the meeting to order at 3:34 p.m.

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

PUBLIC COMMENT – There was none.

STRATEGIC PLAN

Mission and Vision Statements – A copy of the approved Mission and Vision Statements were given to the members.

Action Statement – The Board reviewed the draft Action Statement. Ms. Muller said that Jimmy Elder had suggested at the last meeting that an Action Statement also be developed. Ms. Muller said she was not sure if the Board wanted to refer to the document as an Action Statement or as a Values Statement. Lisa Goodwin said she felt “Values Statement” was more in line with values that the Library personifies. Frank Star moved to adopt the Values Statement as presented. Gary Griesheim seconded the motion. **The motion passed unanimously.**

Draft Goals – The draft Strategic Plan goals was discussed. The following changes were made.

Goal 2 – Replace with: “The Library will partner with the community to

find solutions to common problems and issues.”

Goal 3 – Change to read: “We will insure customer satisfaction by hiring qualified individuals and providing them with the tools and training necessary to succeed at their jobs.”

Goal 4 – Change to read as follows: “As advocates, Board members and library supporters will advocate to secure adequate public and private funding and support for the libraries.”

Jimmy Elder moved to approve the draft Strategic Plan goals as amended, present to all local boards and make them a part of the Strategic Plan. Frank Star seconded the motion. **The motion passed unanimously.**

#### TREASURER’S REPORT

Lyn Anderson reviewed the financial report with the Board. He stated that everything is in line but fund from the counties have not been received. Statements to the funding authorities were sent out last week. Therefore, he feels the funds will be coming in shortly. Frank Star moved to approve the Treasurer’s Report. Gary Griesheim seconded the motion. **The motion passed unanimously.**

#### DIRECTOR’S REPORT

The Director’s Report was distributed to all Board members prior to the meeting. Ms. Muller said that the Library has 3,000 tickets for the Greg Mortenson presentation at CSU and will be allowing 6 tickets per family. Dr. Byock will be at the library on November 13<sup>th</sup> discussing his book and how to deal with end of life issues.

UNFINISHED BUSINESS – There was none.

#### NEW BUSINESS

Lumpkin Public Library Closing – Ms. Muller reviewed a letter to be sent to the Stewart County Commission on the status of the Lumpkin Public Library. She stated that a representative of Georgia First had made a presentation to the Stewart County Commission advising them they could make application for an emergency grant for up to \$200,000 with 30 years to pay back the grant at a very low interest rate. She state some of the commission acted very positive about the loan but the Commission never acted on it. Lisa Goodwin asked if any action had been taken on the offer made by Mayor Singer on the use of his building. Ms. Muller said it was her understanding that he had spoken with some of the commission members but had not made a formal offer to the County Commission. Dr. Star asked that the Stewart County Board of Education be added to the letter by Ms. Muller. Lisa Goodwin stated that she felt the people of Lumpkin really did not know who or how to go about asking for help. Jimmy Elder suggested Roosevelt Johnson, Lumpkin Public Library Manager, hold a yard sale to start raising funds to help

with the needed repairs to the facility. He said he felt this would involve the community and show the need for the library. He suggested that Linda Hyles help with promoting the event. Jimmy Elder moved to formally approve retroactively the closing of the Lumpkin Public Library because of health and safety issues. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

Jimmy Elder asked if the Regional Board could do a resolution to encourage the filing of the papers for a grant and send a copy to the County Commission and to Congressman Sanford Bishop's office stating that the Regional Board understands there is grant money available and that the Regional Library Board encourages the Stewart County Commission to pursue this.

Personnel Policies Review – PERS18-PERS25 and Operating Policies Review INF1, INF2, INF4, INF5, GSV1 – GSV5. There were no changes to these policies. Jimmy Elder moved to reaffirm the policies. Frank Star seconded the motion. **The motion passed unanimously.**

INF3 – Computer/Internet Use – Frank Star moved to approve the policy as amended. Gary Griesheim seconded the motion. **The motion passed unanimously.**

Policy Revisions—CUS2—Customer Behavior – Frank Star moved to approve the policy as amended. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

New Policy—INF6-Photographs/Videos – Lisa Goodwin moved to approve the policy as presented. Frank Star seconded the motion. **The motion passed unanimously.**

## CHAIR'S REPORT

Chair Dillard reported she attended COMO held recently in Columbus. She said she was particularly interested in the fact that Eileen Roggenbach stated that the greatest vulnerability that boards have is when you have a good treasurer and good director and everyone just assumes the finances are taken care of. Often board members do not understand financial reporting. Ms. Muller said Ms. Roggenbach suggested that at least 10 minutes be taken during the board meeting to explain various portions of the Treasurer's Report, i.e. what is depreciation, revenue streams, expenditures, etc. Ms. Roggenbach also suggested that the report be offered as a narrative because some people do not comprehend numbers as well as word.

Ms. Muller stated that Board Education is often on the agenda at the Muscogee Board meetings but that since the other county boards do not meet as frequently, it has not been done. Ms. Muller said that Ms. Roggenbach said that Boards need to meet more often. Ms. Walker-Dixon agreed that they should meet more than quarterly. Dr. Star asked if this would be conceived as having a meeting for meeting sakes. Ms. Muller stated she did not feel this was the case. Ms. Muller stated that Ms. Roggenbach said that even if the Board did not have any action items to address then it would be a perfect time to do some training.

The Chair reported that she and Alice Budge (President of the Muscogee County Friends of Libraries) facilitated a session for trustees and friends. The session was attended by three people, one from Fulton County, one from Houston County and one from Gwinnett County.

Ms. Muller stated that the COMO Conference was attended by approximately 750 people. She said the attendees were very pleased with Columbus.

Ms. Muller reported that the Public Library Association which only meets every other year will be having their next conference March 22 – 27, 2010 in Portland, Oregon. Registration information is already out on the PLA website. There is money in the library budget for board members to attend. She stated that this conference is specifically focused on public libraries and there are generally day-long pre-conferences specifically for trustees.

## COUNTY LIBRARY REPORTS

Sivan Walker-Dixon (Marion County) reported she has been pushing the e-books. She said she has spoken with the principal at the primary school and with the counselor and media specialist at the middle school. She has been distributing the newsletters to different agencies in the community.

Dr. Frank Star (Muscogee County) reported Muscogee has some political issues but that as far as library functions go everything is good. He stated that the Mildred L. Terry Public Library has opened since the last Regional Board meeting. Ms. Muller reported that Beverly Blake of the Knight Foundation visited the Mildred L. Terry Public Library and encouraged the Chattahoochee Valley Libraries to apply for another grant from the Knight Foundation for a digital bookmobile.

Gary Griesheim (Muscogee County/Friends of Libraries) reported the Friends had a large book sale in July making \$5,000 in the bookstore and \$4,000 in the book sale. He stated the next book sale is scheduled for the first weekend in February. He said they will be having a preview party for members of the Friends on the Friday night prior to the sale. He reported the Friends held their annual meeting in September. He said Dick McMichael presented a PowerPoint presentation that he developed to promote the Friends. The Friends help sponsor Neal Schusterman who will be in the library next week.

Abbie Dillard (Cusseta-Chattahoochee County) reported that Claudya Muller had mentioned what was going on in her Director's Report.

Stewart County – There has not been a replacement appointed to the Regional Board. The former representative, Regina Wiczorek, has resigned from the Stewart County Library Board. The Chair expressed her thanks to Lisa Goodwin for visiting Lumpkin to see the situation there.

The meeting adjourned at 5:40 p.m.

The next meeting will be January 21, 2010.