

Muscogee County Library Board
January 23, 2014
Columbus Public Library

Minutes

MEMBERS ATTENDING

Lori Auten	Owen Ditchfield	M. A. Dowdell
Eddie Evans	David Fox	Lisa Goodwin
Kent Illges	Meridith Jarrell	Marion Scott
Len Williams	Helene Watson	

Ex-officios: David Lewis, MCSD
Shannon Smallman, MCSD
Jeanne Swift, Library Foundation
Sharon Self, Friends of Libraries

MEMBERS EXCUSED

Mary Body
Carleton Coleman

MEMBERS ABSENT

John Wells (Ex-officio-MCSD)

Chair Meridith Jarrell called the meeting to order at 1:04 p.m.

MINUTES

The Chair asked if there were any corrections to the minutes of the December 5, 2013 meeting. Kent Illges moved the minutes be approved. Jeanne Swift stated that on page 3, 4th paragraph, last sentence the duplication in wording “that approve” needs to be deleted. She indicated that on page 4, 1st paragraph, last sentence, at the end of the sentence, the word “hours” should be added to clarify the sentence. **The minutes were approved unanimously.**

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

The Chair recognized Sharon Self for the Friends report. Ms. Self reported that the FOL Board met and responded to a request by Suzanne Burdeshaw to recommend individuals to be invited to join the Friends of Libraries. Ms. Self stated the group came up with over 500 names. She said Ms. Burdeshaw culled the list of duplications and then asked the Board’s help in sending

letters of invitation to join the Friends. Ms. Self said the exercise to increase membership ended up two-fold in that it created a better camaraderie between the Board members as they worked on the project together.

Ms. Self reported that the group has made a small change in the organization. She stated that it is customary for the 1st Vice President to follow into the office of President when the President's term has expired. She said in years past, the 1st Vice President did not have any substantive job duties within the organization. It was decided that this position should chair the Bookstore Committee. She said by doing so, this gives the individual a much better understanding of the organization and the operation of the bookstore, which is a vital part of the organization.

MUSCOGEE COUNTY LIBRARY FOUNDATION

Jeanne Swift reported that the Library Foundation is very busy working on the annual campaign and the Gala. She stated the annual campaign is doing well and is at around \$105,000 this year. She thanked Mark Rice for the article in the paper on the publicity of the event.

Ms. Swift reported that the consultants that have been working on the strategic plan for the Foundation will present their results at a meeting next week. One of the outcomes of the meeting will be the direction the Foundation needs to go in order to define the type of individual they will be looking for to fill the dedicated employee position.

TREASURER'S REPORT

Lyn Anderson reviewed the financials with the Board. He stated that there was one oddity in the revenues and that was the line item of Maintenance & Operation. He reported that it was the funds received for a grant from the state for computer equipment in the amount of \$46,925. Therefore, this line item was increased by that amount. Expenses are well within budget for the period.

Owen Ditchfield asked if there would be a surplus at the end of the year. Mr. Anderson stated there would be. Mr. Ditchfield asked if it would be enough to open the branches another day of the week. Mr. Anderson stated that would involve more discussion.

The Chair advised the Board that the Finance Committee will meet in February in order to bring a preliminary budget to the Board at its February meeting. She asked that all Finance Committee members please attend that important committee meeting.

DIRECTOR'S REPORT

Alan Harkness reported that he is still waiting to hear from the State on the grant for the Library for the Blind. At this point, the library is still waiting to hear.

He reported that he has received one quote for the self-checks, is waiting for the second quote and should receive a third quote sometime in February.

Mr. Harkness reported that he and Library Board Chair Meridith Jarrell met with David Lewis (MCSD Superintendent) this week. He said the meeting went very well.

BRANCH REPORT

Mr. Harkness reminded the Board of the Adult Winter Reading program. He said more information on the program can be found on the library website.

UNFINISHED BUSINESS

Committee Recommendation

Nominating Committee – The Nominating Committee brought a recommendation to the Board to accept the following 2014 Slate of Officers.

Chair	Meridith Jarrell
Vice Chair	David Fox
Secretary	Eddie Evans
Treasurer	M. A. Dowdell

The recommendation was approved unanimously.

The Nominating Committee brought a recommendation to submit to the Muscogee County Board of Education the appointment of Andrew Mullins to the Library Board. **The recommendation was approved unanimously.**

Facilities Committee – 1999 SPLOST – The Facilities Committee met to discuss and review a list of proposed projects to be funded by the remaining 1999 SPLOST funds. Mr. Harkness reviewed each of the items with the Board. The Chair urged the Board to remember that these funds can only be used as intended in the 1999 SPLOST. After reviewing the list, the Director stated he would bring back the list as more definitive costs can be determined.

NEW BUSINESS

Committee Recommendations

Operations Committee – The Operations Committee brought a recommendation to approve two new job descriptions – Outreach Supervisor and Outreach Specialist. Due to funding cutbacks, it was recommended that these job descriptions will allow for restructuring of the department. **The recommendation was approved unanimously.**

Facilities Committee – The Facilities Committee brought a recommendation to the Board to revise the MNG4 – Facilities Use policy to allow for better

clarification on the use of library spaces. **The recommendation was approved unanimously.**

CHAIR'S REPORT

The Chair informed the Board that an appointment to the Chattahoochee Valley Libraries Board needed to be made to fill the vacancy left by Michelle Griffin. The Chair asked Helene Watson to fill the vacancy. Ms. Watson agreed to serve on the Board as a representative of the Muscogee County Library Board.

BOARD EDUCATION

The Marketing Department distributed a flyer to the Board members showing current and upcoming programs and events at the library.

The meeting adjourned at 1:55 p.m.