

Muscogee County Library Board Meeting
Thursday, January 24, 2013
Columbus Public Library

Minutes

MEMBERS ATTENDING

Lori Auten	Rick Covington	Ex-Officio: John Donohue
M. A. Dowdell	David Fox	Tyler Townsend
Lisa Goodwin	Michelle Griffin	Gary Gibson
Meridith Jarrell	Frank Star	
Helene Watson	Owen Ditchfield	
Clark Gillett, Jr.	Kent Illges	
Price Walker, Jr.		

MEMBERS EXCUSED

Michelle Griffin	John Phillips
Carleton Coleman	John Wells

OTHERS ATTENDING

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director
Linda Hyles, CVL Development Coordinator

Chair Meridith Jarrell called the meeting to order at 1:00 p.m. The Chair requested a change in the order of the agenda be made to allow New Business Item A Interim Director Appointment and the Chair's Report be moved to after the Executive Session. Kent Illges moved to accept the request made by the Chair for the change in order of the agenda. Frank Star seconded the motion. **The motion passed unanimously.**

MINUTES

The Chair asked if there were any corrections to the minutes of the December 6, 2012 meeting. Owen Ditchfield moved and Lisa Goodwin seconded the motion to approve the minutes as distributed. **The motion passed unanimously.**

EXECUTIVE SESSION

Owen Ditchfield moved to allow the Board to go into Executive Session for the purpose of discussing a personnel matter. Frank Star seconded the motion. **The motion passed unanimously.**

The Board reconvened from the Executive Session at 1:15 p.m.

INTERIM DIRECTOR APPOINTMENT

The Chair announced that Wanda Edwards has been selected to act as Interim Director during the time period of searching for a new Library Director. The Chair explained that Ms. Edwards has worked in all departments and branches of the library including administration and has also been a branch manager. David Fox called for the question. Frank Star moved to approve the appointment of Wanda Edwards as Interim Director. Owen Ditchfield seconded the motion. **The motion passed unanimously.**

CHAIR'S REPORT

The Chair asked Linda Hyles to report to the Board the upcoming training course she will be involved with. Ms. Hyles reported that because of the success of the library's Geek Campaign, she has been asked by OCLC to participate in a training program for other libraries providing them with information on how to achieve marketing success with local media on campaigns when you are working with a very limited budget.

Ms. Hyles also informed the Board that the Chattahoochee Valley Libraries has been selected by OCLC as one of five libraries in the country to pilot a program for them. The theme of the new program is Building Communities Together Through Entertainment." Ms. Hyles stated the corporate donor for this campaign is Red Box.

PUBLIC COMMENT - There was none.

FRIENDS OF LIBRARIES

John Donohue reported that due to the volume of donated books to the Friends, the organization is currently working to find a location to house all of the donations. He said they are hoping to confirm a location to use as a "warehouse" within the next few weeks. He reported that the Friends is continuing to review their processes and procedures to more efficiently result in the support of the library.

LIBRARY FOUNDATION

Tyler Townsend reported the Foundation was working hard to present the annual Library Foundation Gala to be held on Saturday, January 26, 2013. He stated to to-date over \$90,000 has been raised. He also reported that Scott Turow, author who will be the keynote speaker at the Gala, will also speak to the public on Sunday following the Gala.

TREASURER'S REPORT

Lyn Anderson reported that the library is slightly under budget in both revenue and expenses for the period. David Fox moved the Treasurer's Report be filed for audit. Lisa Goodwin 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 due to Monday, February 18th being In-Service Day for staff, she would like for the Facilities and Operations Committees to consider moving their regular meeting day to Monday, February 11th. The meeting times of the two committees will remain the same.

David Fox asked where the library is regarding bandwidth. Ms. Muller stated that cost proposals are currently being received from Knology, AT&T and Georgia Public Web.

UNFINISHED BUSINESS

Director Search -- The Chair reported that when Claudya Muller announced her retirement, Abbie Dillard, CVL Board Chair, and herself met. She stated that there are very few search firms in the country that specialize in library positions. The Chair stated that June Garcia LLC is in that group of firms. The Chair stated that Ms. Garcia has worked with the library before in 2008 to help develop the initial strategic plan. The Muscogee County School Board approved the selection of June Garcia LLC for the purpose of searching for candidates to fill the Director's position at its meeting on January 22, 2013.

Discussion was held on the development of a search committee and the makeup of such a committee. Lisa Goodwin asked when the Board would be informed of who is serving on the search committee. The Chair stated that once the individuals have been contacted, the committee makeup will be distributed to the Board. The Chair said that currently they are considering the search committee be made up of 5 staff members, 5 Board members and one member of the community. Tyler Townsend stated he felt it was in the best interest of the Library in general that a Library Foundation Board member be involved in the search committee. He stated that he felt that due to the support and involvement of the Library Foundation, the Foundation should be represented on the search committee. He stated that the Foundation has the funds and the library could request funding to assist in payment to the consultants by submitting a grant request. Ms. Muller stated that she thought the monetary support of the Foundation would be well spent by paying for candidates travel and/or moving expenses. The Chair stated that Ms. Garcia will make recommendations as to the make-up of the members of the search committee.

Frank Star stated he felt every member of the board should provide the search committee with at least two questions to be asked of the candidates.

BOARD EDUCATION

Open Meetings/Open Records Revision – Claudya Muller informed the Board that Georgia’s Open Meetings/Open Records Act was revised in the latter part of 2012 to take effect 2013. The majority of the revisions made were to provide for more clarity in the language of the Act. Other significant changes were in the way meeting minutes are processed, minutes of executive sessions, approval of minutes, etc.

The next meeting date is February 28, 2013.

The meeting adjourned at 2:05 p.m.