

Muscogee County Library Board Meeting
Thursday, January 26, 2012
South Columbus Public Library

Minutes

Members Attending

Frank Star	Gary Griesheim	Rick Covington
Barbara Mack	Owen Ditchfield	David Fox
Meridith Jarrell	Michelle Griffin	Price Walker, Jr.

Members Excused

M. A. Dowdell	Clark Gillett, Jr.	Cristina Richards
Susan Andrews	Carleton Coleman	Norene Marvets
Lisa Goodwin	John Wells	

Others Attending

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Danielle Krol, CVL Deputy Director
Debbie McGreggor, Administrative Assistant to the Director
Henry McCoy, CVL Communications & Programming Coordinator
Newton Aaron, Aaron & Clements
Chris Warren, South Columbus Public Library Manager
Linda Hyles, CVL Fund Development/Online Marketing Coordinator
Jeanne Swift, Muscogee County Library Foundation
Marquette McKnight, Media, Marketing & More!

Chair Frank Star called the meeting to order at 1:00 p.m.

MINUTES

The Chair asked if there were any corrections to the minutes of the December 1, 2011 meeting. Barbara Mack stated that on Page 3, under Nominating Committee, it should show Dr. Price Walker, Jr. as Vice Chair and not Barbara Mack. Owen Ditchfield moved the minutes be approved as corrected. Gary Griesheim seconded the motion. **The motion passed unanimously.**

Claudya Muller informed the Board that in the future, draft minutes will be distributed to the Board within 48 hours after the meeting.

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

Gary Griesheim stated that the Friends of Libraries had a very good month in December. The organization received over \$6,000 in memberships. The membership of the Friends of Libraries is currently over 550 members.

Mr. Griesheim reported that the Friends of Libraries will hold only one book sale this year and it will be held on April 20 – 22, 2012. He said for those individuals who are members of the Friends of Libraries, there will be a preview sale on Thursday, April 19, 2012. He asked that anyone having books they would like to donate to please drop them off at the libraries.

TREASURER'S REPORT

Lyn Anderson provided the Treasurer's Report. Mr. Anderson report that both revenue and expenses are on track for the period. There were no extraordinary items on either report. Barbara Mack moved to approve the Treasurer's Report as presented. Gary Griesheim seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed to the Board prior to the meeting. Ms. Muller added to her report that the Library is in the midst of working on revising the Strategic Plan. The new plan will be rolled into the Muscogee County School District's Strategic Plan. She informed the Board that a draft of the Strategic Plan will be brought before the Board at its meeting in March.

Meridith Jarrell asked Ms. Muller if the computer usage statistical report included Wi-Fi. Ms. Muller stated that it did not and that a separate Wi-Fi report is included in the Director's Report. Ms. Jarrell asked about the after-hours usage. The current usage is approximately 28%. Ms. Muller explained that due to "bleed over" outside the buildings, many people sit in the parking lots and access the wireless network.

NEW BUSINESS

Operations Committee:

Letter of Understanding – Barbara Mack explained that a draft Letter of Understanding between the Muscogee County Library Board and the Muscogee County Library Foundation was brought before the Operations Committee. Ms. Mack asked Ms. Muller to provide background to the Board. Ms. Muller stated that the letter was based on one being used in DeKalb County between the library and their foundation. The main purpose is to explain the realm of responsibilities of the Muscogee County Library Board and the responsibilities of the Muscogee County Library Foundation so as to clearly define the authority of each entity.

Ms. Muller explained that this is a working draft and if the Board votes to approve the draft, it will then go to the Muscogee County Library Foundation for their review. She stated that the Foundation will probably tweak the document and at that time Chair Star (Muscogee County Library Board) and Chair Townsend (Muscogee County Library Foundation) would meet to further edit the document.

Chair Star asked if everyone had read the document since it was distributed prior to the meeting in the Board meeting packets. Rick Covington stated he had not had a chance to read the document. Chair Star asked if the Board was ready to vote. Mr. Covington asked how many members had read the document. All Board members present indicated they had read the document. **The committee recommendation to pass the Draft Letter of Understanding between the Muscogee County Library Board and the Muscogee County Library Foundation Board passed.**

Facilities Committee:

Bookmobile – Gary Griesheim reported that it was the recommendation of the Facilities Committee that funds from the operating reserve be used to purchase a new bookmobile for \$230,000. This bookmobile would replace the current bookmobile that is used in Muscogee County only. This is a traditional bookmobile that visits facilities such as community centers, daycare centers, senior centers, Head Start centers, etc. The current bookmobile is very old and did not make 90% of its schedule due to breakdowns in the last 6 months. Ms. Muller explained that without this bookmobile, this outreach service will no longer be available in Muscogee County. She explained that the Digital Bookmobile purchased through a Knight Foundation Grant cannot be used in Muscogee County because it is only for use in the rural outlying areas.

Chair Star stated he would be taking this request to the Library Foundation Operations Committee because this would be something donors would find worthwhile in supporting. He said this is a great example of what the Foundation can do to support the library.

Rick Covington asked if this would be in next year's budget. Ms. Muller stated it is the recommendation to move this money from the operating reserve as soon the RFP is ready to be awarded. It will be an RFP process through the school district because ultimately the school district will own the bookmobile. Rick Covington asked if the Foundation were to give the funding, it would then backfill into the operating reserve. Ms. Muller stated some of the funds may be spent this year depending on how quickly the RFP process moves but that the bulk would probably be spent in the next fiscal year.

The recommendation to purchase a new bookmobile was unanimously approved.

South Columbus Public Library Renovation – Gary Griesheim reported that it was the recommendation of the Facilities Committee to approve the renovation of the South Columbus Public Library. Mr. Griesheim asked Owen Ditchfield to discuss the renovation further. Mr. Ditchfield stated he lives within walking distance of the building and it is a beacon of light for the South Columbus community. It is obvious by walking through the building the repairs and renovation that need to be done. The cost of the renovation is \$267,075. The building is 19 years old and is showing its wear.

Chair Star stated again that he would be taking this request to the Library Foundation Operations Committee because this is another great example of what the library does and needs.

The recommendation to authorize \$267,075 for the purpose of renovating the South Columbus Public Library passed unanimously.

Owen Ditchfield asked if there was a timeline on the completion of the renovation. Newt Aaron stated the renovation should begin sometime in the fall 2012. Ms. Muller stated it was important that the library not be closed for anytime during summer because of the Vacation Reading Program.

Finance Committee

Pay Scale Revision – The Chair asked Ms. Muller to address this issue in the absence of the Finance Committee Chair. Ms. Muller stated that Philip Blount and Associates of Atlanta have been asked to review the Library’s pay scale since it has not been reviewed since it was instituted. Mr. Blount has given a price of \$10,000 to review the scale. Mr. Blount will have his recommendation to the Library ready for inclusion into the budget process for the next fiscal year. She said that all of the job descriptions will be ready for him since they have all been recently revised to meet the school district’s new format for job descriptions. He will also do a market comparison and then will report to the library anything that needs to be tweaked on the pay scale.

CHAIR’S REPORT

Participating Agreement -- Chair Star reported that as part of the Chattahoochee Valley Libraries system, which is recognized by the Georgia Public Library Service as the governing authority, the Participating Agreement has not been reviewed and/or updated since its inception in 1974. Dr. Star stated that numerous changes have occurred since that early agreement such as the consolidation of the Cusseta and Chattahoochee County governments, the creation of the Muscogee County Library Board, etc.

Ms. Muller stated a draft of the updated document was sent to the library’s attorney for review and he returned to the Library (distributed to Board members). Ms. Muller stated that on page 2, paragraph 4, the fifth line, it states “management and operation of the regional library service has been entrusted to the Library Board...” According to the attorney, “Library Board” refers to the Muscogee County Library Board and by state law; it is the Chattahoochee Valley Libraries Board that governs the regional library. She said she will be asking the attorney to modify that language so that the library is not in violation of state law.

Also, the attorney added on page 3, all of paragraph 8. That entire paragraph was not in the original agreement. It refers to the school district and the library’s relationship with the school district.

Ms. Muller asked the Board to please review the document and if Board members found any other areas of concern; they should contact her and let her know within the next two weeks.

BOARD EDUCATION

Henry McCoy addressed the Board and discussed upcoming programs and events planned at the libraries.

The next meeting of the Muscogee County Library Board will be February 23, 2012.

The meeting adjourned at 1:55 p.m.