

Muscogee County Library Board Meeting
Thursday, February 23, 2012
Columbus Public Library

Minutes

Members Attending

Frank Star	Barbara Mack
M. A. Dowdell	Carleton Coleman
Gary Gibson	Owen Ditchfield
Rick Covington	David Fox
Norene Marvets	

Members Excused

Meridith Jarrell	Clark Gillett, Jr.
Cristina Richards	Michelle Griffin
Lisa Goodwin	John Wells
Price Walker, Jr.	Gary Griesheim

Others Attending

Claudya Muller, CVL Director
Lyn Anderson, CVL CFO
Debbie McGreggor, Administrative Assistant to the Director
Priscilla Williams, CVL Volunteer Coordinator

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 January 26, 2012 meeting. Owen Ditchfield moved the minutes be approved as distributed. David Fox seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

Claudya Muller reported that George Nixon has tendered his resignation as President of the Muscogee County Friends of Libraries as well as from the Board of Directors of that organization. She stated that he has agreed to serve as Chair of the Nominating Committee to find a replacement for his vacancy.

TREASURER'S REPORT

Committee Chair M. A. Dowdell deferred to Lyn Anderson for the Period 7 report. Mr. Anderson reviewed both revenue and expenses with the Board. He stated that both areas are on target for the time period.

DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting. Ms. Muller added to her report that the Building Common Ground program featuring Michele Norris of NPR was extremely successful. Because a large attendance was expected, the Columbus Museum offered their facility to host the event. Ms. Muller said that Ms. Norris was very complimentary of the library and its website and hopes to return to the area. Chair Star asked who paid for Ms. Norris' appearance. Ms. Muller stated that the library paid.

Owen Ditchfield asked Ms. Muller if the library charges the homeless for library cards. Ms. Muller stated they are not charged because they have a local address.

NEW BUSINESS

Finance Committee Recommendation – Preliminary Budget FY2012/2013

Committee Chair M. A. Dowdell recognized Lyn Anderson for a review of the proposed FY2012/2013 budget.

Mr. Anderson reviewed the revenue portion of the budget first. He indicated that all Board of Regent (BOR) line items were budgeted either flat or in accordance with actual experience. He reported that in his discussions with Sharon Adams, Muscogee County School District Treasurer, he decided to use a 1% reduction in the Muscogee County Property Tax. He said that they are hoping that the reduction may be less but feel comfortable using the 1% reduction.

Mr. Anderson reviewed the expense portion of the budget and gave explanations for the following line items.

1. 2.0% cost of living increases
2. Renovation of the South Columbus Public Library (\$267,075) and new bookmobile (\$230,000)
3. Increase computer replacement due to delay during the past two years, \$7,500 in security cameras at the North Columbus Public Library and six new computers for the North Columbus Public Library
4. Floor and door work at the Columbus Public Library and the addition of voice over IP at the North and South Columbus Public Libraries
5. New Teen Library Associate, part-time Technology Support for the Mildred Terry Public Library, new bookmobile driver and an increase in a Marketing position from part-time to fulltime

Ms. Muller explained to the committee that the position for the Mildred Terry Public Library was actually a Library Assistant with high tech computer skills.

6. Savings of \$40,000 for library card change offset by increase in advertising and printing in Marketing/Programming (\$20,000)

The reason the library card is cheaper is because it will not contain a computer chip.

7. No guards at the South Columbus Public Library (\$18,000) offset by Pay/Evaluation Consulting (\$15,000)

Owen Ditchfield asked why South Columbus Public Library was the branch chosen to discontinue the use of guards. Ms. Muller explained that the reason for no longer having guards at the South Columbus Public Library was because the manager there said there was no need for the guards. Any emergency that did arise could be handled by the staff.

Mr. Anderson then reviewed the Future Capital and Operating Needs worksheet with the Board. This document gave a 5-year projection of the reduction in the library's reserve. Mr. Anderson pointed out that in 2013/2014, the reserve will be below the minimum of \$500,000.

M. A. Dowdell explained to the Board that this is a preliminary budget. The Finance Committee has asked the library staff to try to make additional cuts up to \$500,000. The staff has agreed to come up with additional cuts. She stated that even though the preliminary budget, if approved, would be sent to the school district, it was only because the school district needs the preliminary numbers to mesh into their own budget. The additional cuts can be added prior to submission of the final budget to the school district. Mr. Anderson explained that he does not have the final BOR numbers nor does he have the final property tax income figure. He stated that once these numbers are received, it would give a clearer picture of how much of the reserve is actually needed.

Ms. Muller explained the open positions that have not been filled, the decrease in hours of the libraries and the delay in computer replacement scheduling have not been enough to keep from continually using the reserve fund. She stated that if the school district could over the next five years increase the millage to the library at a rate of 1/10 mil per year, this would certainly help the library maintain its services to the community. This would bring the millage from 1.5 mils to 2.0 mils. Dr. Gibson stated that he understood the concerns but that the school district is also facing some major issues in preparing the budget. He stressed that he understood the issues facing the library and would certainly relay these concerns to the School Board.

Owen Ditchfield asked if it would be possible for the Library Board to meet at each facility at least once a year. The Chair asked that this be brought up at a later date.

CHAIRMAN'S REPORT

Dr. Star appointed David Fox to the Finance and Facilities Committees.

BOARD EDUCATION

Priscilla Williams, CVL Volunteer Coordinator, reviewed how volunteers are recruited and placed in the library system. She also explained how having these volunteers significantly helps library staff.

The meeting adjourned at 1:50 p.m.