

Muscogee County Library Board Meeting  
Thursday, March 27, 2014  
Columbus Public Library

Minutes

MEMBERS ATTENDING

Lori Auten	Mary Bode	Carleton Coleman
M. A. Dowdell	Owen Ditchfield	David Fox
Edie Evans	Kent Illges	Meridith Jarrell
Marion Scott	Helene Watson	Len Williams

Ex-officios: Jeanne Swift, Library Foundation  
Sharon Self, Friends of Libraries

MEMBERS EXCUSED

Ex-officio: Shannon Smallman

MEMBERS ABSENT

Lisa Goodwin Ex-officios: John Wells, MCSD Board  
David Lewis, MCSD Superintendent

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 February 20, 2014. Kent Illges moved the minutes be approved as distributed. Helene Watson seconded the motion. The motion passed unanimously.

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARY

Sharon Self reported that the annual essay contest is underway and the judges have been given their essays for judging. Marion Scott asked where she could pick up her packet. Ms. Self said that she could pick the packet up from Wanda Edwards in Popular Materials.

Ms. Self reported that a team of five members from the Friends will be meeting with a team from the Library Foundation. The purpose of the meeting is to discuss how the two organizations can better work together to support the library.

Ms. Self stated she has completed the revision of the bylaws and hopes the Friends of Libraries will vote on them at their next meeting.

### LIBRARY FOUNDATION

Jeanne Swift stated that she was pleased that the Friends of Libraries and Library Foundation are actively working to seek better ways of communicating and working together for the good of the library.

Jeanne Swift reported that the Foundation is actively searching for an Executive Director for the Library Foundation. She said they are advertising in several different mediums and are receiving a lot of feedback.

### TREASURER'S REPORT

Lyn Anderson reported on the Period 8 Financials. Mr. Anderson reviewed both revenue and expenses with the Board. He stated that the library is on budget for the period.

### DIRECTOR'S REPORT

The Director's report was distributed prior to the meeting. Mr. Harkness had the following to add to his report.

- He and Chair Jarrell will be attending the City Council meeting on April 8<sup>th</sup> to mainly introduce himself to the Council members he has yet to meet.
- He is in receipt of the DVD inventory that was done in late January. About 13% of the DVDs that are supposed to be in are not. He said about 25% of the DVDs are missing. He stated that he did not think having a specific security system was a magic bullet but does feel it will have an impact on this critical issue. Total system inventory done in 2012 for the entire collection shows a loss rate of 21%. Kent Illges asked what the cost of the security system would be. Mr. Harkness stated it would be around \$120,000. He asked if this is in the budget. Mr. Harkness stated a portion would come out of SPLOST and a portion would come from renovations for next year.
- Spoke with several individuals who are supporters of CLASS and explained the situation with GPLS canceling our contract and the impact it will have. He stressed to them that service will still be available at the Columbus Public Library but in a different location and somewhat streamlined. They will still be able to get books through mail order.

### BRANCH REPORT

The Deputy Director, Gabe Lundeen, was unavailable to give a report on the branches. Mr. Harkness provided some items to the Board on behalf of Mr. Lundeen.

- There have been several virtual author chats via Skype with different high schools. They were: A. S. King at Hardaway High; Maureen Johnson at Shaw High and Cory Doctorow chatted with Spencer High.

- Megan Aarant, Natalie Couch, and Gabriel Lundeen led an AMP(ed) program at every city branch that allowed teens/tweens to explore hands-on how electricity is conducted using a circuit board called a MaKey MaKey. Mr. Harkness stated that Mr. Lundeen will be demonstrating this to the Board at a future meeting.
- Katie Burnett has been named the new Branch Manager at the North Columbus Public Library.

### UNFINISHED BUSINESS

1999 SPLOST Funds – Mr. Harkness passed around a rendering of an electronic sign to be used on Macon Road. He said the cost will vary between \$20,000 to \$24,000. Sharon Self asked if the messaging space would be used for library programs only or would it be rented out. Mr. Harkness said it would be used for library programs only. Owen Ditchfield asked if a price had been obtained for putting the name of the library on the building. Mr. Harkness said it will cost around \$15,000.

David Fox voiced concern over how the landscape along Citizens Way is being destroyed due to the foot traffic of individuals using the library parking lot to go to the City Services Center.

### NEW BUSINESS

The following position changes and new position were recommended to the Board by the Operations Committee.

**Position Change: Library Associate to Librarian at NCPL** -- NCPL is the only “city” branch of CVL that does not have a Librarian position to complement the Branch Manager. Upgrading the position would allow us to hire a Children’s Librarian, which has been lacking at NCPL for years. The upgraded position would allow us to deliver higher quality service to youth populations in one of our busiest branches. The Librarian would also function as an Assistant Manager for the branch, which will also help deliver excellent customer service to the public.

**Position Change: Library Assistant to Library Associate at CPL Teen** -- The proposed position will support the development of additional teen services at the main branch, system wide, and in regards to outreach. A new position at the staff level of Library Associate would be able to assume more responsibilities and challenging tasks. The Associate would take a leading role in developing a seasonal programming schedule, planning and implementing large scale programs, managing Teen Advisory Group volunteers during programs, and training and monitoring weekly volunteers. A full-time Library Associate could also share some department head duties; assist with outreach efforts, collection development and system-wide service to teens and tweens. It will also ensure that current services are well-staffed and that the Teen Department adequate support for these endeavors.

**IT Department** -- The proposed position is a downgrade from the requested network administrator. We made the administrative decision to outsource the network support and will not need a full time person for that work. This person will serve as an additional

technician to support the library's daily technology needs as well as allow the IT department to take on new projects and complete them in a timely manner to serve the customers and community.

**The recommendations were approved unanimously.**

#### CHAIR REPORT

The Chair reminded the Board that in June they will be doing a Board Self-Evaluation. The self-evaluation forms were distributed to the Board members.

The Chair reminded the Board that over the years there has been an Ad Hoc committee that oversees the acceptance of art to the libraries. The committee not only determines if a piece of art is acceptable but in what location it will be exhibited. She asked if there were any members that would like to serve on the committee to please let Debbie McGreggor know.

#### BOARD EDUCATION

Board member Edie Evans presented a report to the Board on her recent attendance at the PLA Conference in Indianapolis.

The meeting adjourned at 2:00 p.m.