

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

Minutes

MEMBERS ATTENDING

Mary Bode	Carleton Coleman	Len Williams
M. A. Dowdell	Owen Ditchfield	David Fox
Edie Evans	Meridith Jarrell	

Ex-officios: Ed Burdeshaw, Library Foundation
Sharon Self, Friends of Libraries

MEMBERS EXCUSED

Lori Auten	Helene Watson
Lisa Goodwin	Kent Illges

Ex-officio: Shannon Smallman

MEMBERS ABSENT

Marion Scott	Ex-officios: John Wells, MCSD Board David Lewis, MCSD Superintendent
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Chair Meridith Jarrell called the meeting to order at 1:02 p.m. The Chair introduced Ed Burdeshaw to the Board. Mr. Burdeshaw was attending the meeting in place of Jeanne Swift for the Foundation. Mr. Burdeshaw will be the incoming chair of the Library Foundation in July.

MINUTES

The Chair asked if there were any corrections to the minutes of March 27, 2014. Owen Ditchfield moved the minutes be approved as distributed. M. A. Dowdell seconded the motion.

The motion passed unanimously.

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARY

Sharon Self reported that the Friends continue to work on the revision of their bylaws.

The Friends have been invited to have a table at the Arts in the Park on May 18th. She said they are working on getting that together. Suzanne Burdeshaw is putting together information packets in hopes of getting new members for the Friends. The Chair asked if they would be selling books. Ms. Self stated that they would like to but are still working on the details.

LIBRARY FOUNDATION

Ed Burdeshaw reported that the Foundation has put together a team to meet with the team from the Friends to see how they can better work together for the good of the library.

Library Strategies is the firm the Library Foundation hired to assist in the search for an executive director. Mr. Burdeshaw stated that they have received over 60 applications. Library Strategies has culled the applications down and will reduce the number to between 3 to 5 for the Foundation to interview.

TREASURER'S REPORT

Lyn Anderson reviewed Period 9 financials with the Board. Both revenue and expenses are on target for the period and there were no unusual items during the period.

Mr. Anderson reminded the Board they will be voting on the final budget at their meeting in May. He said there have been two major changes to the budget. The millage rate came in \$77,000 lower than expected and therefore reduced the revenues expected. He also reported that the \$100,000 budgeted for healthcare will not be incurred. He said the two changes basically wash each other out.

DIRECTOR'S REPORT

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

- Roof is currently being repaired where areas of soffit have been dropping off the building.
- In the final stages of planning the renovation of areas at CPL. Between now to late summer the public will begin seeing changes in the building. The changes will help to manage the building more efficiently.
- The Knight Foundation is sending the Director to a conference in Chicago in late June.
- Under database usage, Freegal Streaming, without any advertising, the use of this database went from 1,000 downloads per month to 5,000 downloads in a month.
- He pointed out that he computer usage statistics the Wi-fi usage is higher than the computer usage.
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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.