

Muscogee County Library Board Meeting
Thursday, May 24, 2012
Columbus Public Library

Minutes

MEMBERS ATTENDING

Frank Star	Price Walker, Jr.	M. A. Dowdell
David Fox	Owen Ditchfield	Meridith Jarrell
Lisa Goodwin	Gary Griesheim	

MEMBERS EXCUSED

Carleton Coleman	Michelle Griffin	Susan Andrews
John Wells	Norene Marvets	Barbara Mack
Rick Covington	Clark Gillett, Jr.	Cristina Richards

OTHERS ATTENDING

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director
Gary Gibson, MCSD Chief Administrative Assistant to the Superintendent

The Chair called the meeting to order at 1:03 p.m.

MINUTES

The Chair asked if there were any corrections to the minutes of the April 26, 2012 meeting. Lisa Goodwin moved the minutes be approved as distributed. Gary Griesheim seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

Gary Griesheim reminded the Board that the Friends of Libraries will hold only one book sale a year. The book sale for 2012 was held in April. He reported that they are currently working on funding for programs for the year.

Owen Ditchfield asked if there had been changes in leadership for the Friends. Mr. Griesheim stated that he has reported that George Nixon had resigned as President to work for another organization. He said an interim President will remain until the annual meeting in September.

TREASURER'S REPORT

Lyn Anderson reviewed the Period 10 financials with the Board. He stated there was nothing out of the ordinary in either expenses or revenue. Owen Ditchfield moved the Treasurer's Report be approved as presented. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed to the Board prior to the meeting. Claudya Muller added to her report that the MCSD Public Education Center has requested to use part of the Columbus Public Library grounds to have a picnic for PEC employees. The picnic will be held from 11:30 a.m. – 1:30 p.m.

Ms. Muller reminded the Board that effective June 1, 2012, the back gate (entrance from Boxwood) will be closed until August 1, 2012. Those wishing to turn left on Macon Road will need to go through the PEC parking lot to Rigdon Road.

UNFINISHED BUSINESS – There was none.

NEW BUSINESS

Operations Committee Recommendation

The Operations Committee presented a recommendation to the Board to approve the revision to the Fund Development/Marketing Coordinator position and approve the new position of Media Support Specialist. **The Committee Recommendation was approved unanimously.**

Finance Committee Recommendation

The Finance Committee presented a recommendation to the Board to approve the revised FY2012/2013 Budget (Draft 3). Lyn Anderson reviewed the changes to the budget with the Board. Mr. Anderson explained to the Board that the tax digest had risen this year and 2% was used as the benchmark for funding. He stated that while this was extremely good news due to the decline in the past couple of years. The library system has been informed that the employer's share of healthcare will go up effective June 2012 from the \$400,000 to \$800,000 level. Ms. Muller stated that this is a 3-year phase in and that next year it will be even more.

After lengthy discussion on the budget, **the Board voted unanimously to approve the Finance Committee recommended revised FY2012/2013 Budget (Draft 3).**

CHAIRMAN'S REPORT

The Chair informed the Board that Board member, Cristina Richards, had been sent a letter regarding her Board attendance and that according to the bylaws, she was eligible for dismissal from the Board. He stated there has been no communication received from Ms. Richards indicating a reason for her absence. Therefore, the Chair asked that the Nominating Committee convene to deliberate and present a candidate to replace Ms. Richards.

The Chair recognized Meridith Jarrell and Owen Ditchfield to present additional information on the Community Needs Assessment as well as other programs they learned of at the recent PLA Conference in Philadelphia.

Meridith Jarrell informed the Board that she and Claudya Muller met with Dr. Tim Mescon, Columbus State University President, to discuss the need for a Community Assessment. Ms. Jarrell stated the meeting went very well and Dr. Mescon appeared eager to have the University become involved in the project. He asked them to put together a proposal indicating the parameters of the project. He will present the proposal to the Department Head of the Communications Department. He said he wants his Department Head to apply for grant money to help with the project. She said he feels that the Community Foundation may be interested in the project as well. Claudya Muller and Kirsten Edwards (North Columbus Public Library Manager) have met and will work on the proposal.

Ms. Jarrell stated she and Owen Ditchfield met to discuss some of the things they had learned at the PLA Conference. Some of the ideas brought back from the conference were:

1. Taking books that the Friends cannot use either in the store or at book sales and placing them in food banks, Health Department, Department of Labor, etc. These are not books that have to be returned to the library. Ms. Jarrell said they discussed contacting Columbus Technical College to see if they could make small bookcases to be used in these places for placement of the books.
2. Placing a coin vortex in the library. The cost of the vortex is \$3,000. Ms. Jarrell stated one library made \$9,000 in one month from the machine. She said she would like for the library to purchase one to put in the rotunda.
3. Ms. Jarrell said they would like to pursue talking to Neal Richardson about working with the jail population. She said there is a new dorm that has opened up for males with children that are allowed to visit with them. Ms. Muller stated that this program is already underway with the jail. Ms. Muller said that Mr. Richardson met with the staff of the Children's Department a couple of weeks ago. He informed them of the new dorm and that the children could visit their fathers. The staff asked him about starting the Simple Steps program there in the fall. Ms. Jarrell said there is a new apartment complex where the inmates move when they get out of jail. Claudya Muller said this is a halfway house and the library has put 600 books in that facility.
4. Increasing volunteers—Ms. Jarrell said that Owen Ditchfield informed her that there are many seniors are not aware of specific areas they could be utilized as volunteers. Owen Ditchfield stated the session he attended stressed do not try to eliminate paid employees with volunteers but use volunteers to produce programs that otherwise would not be done

such as tax preparation, etc. Dr. Star stated that Servant Leadership is a area that can be tapped for volunteers. Meridith Jarrell stated that CSU has a large Servant Leadership program.

Ms. Jarrell said she would like to see the Board approve these suggestions and then a Board member to champion each of these projects. The Chair asked Ms. Jarrell to develop the list into more of an organized list and distribute it at the next Board meeting for members to view and make decisions on what areas they would like to work.

BOARD EDUCATION

Sunshine Law Changes – Claudya Muller informed the Board of amendments to Georgia’s Open Meetings and Open Records Acts. She stated that these amendments were effective April 17, 2012. Some of the changes pertained to how and when an Executive Session can be held and what information must be made public prior to the Executive Session.

Another area that has changed is for organizations that exist for the sole purpose of raising money for a public entity, such as Friends of Libraries or the Library Foundation may be required to have open meetings. Their agenda and notice of the meetings may be required to be released a week in advance.

The next meeting of the Muscogee County Library Board will be held on Thursday, June 28, 2012.

There being no further business, the meeting adjourned at 1:56 p.m.