

Muscogee County Library Board Meeting
Thursday, June 28, 2012
Columbus Public Library

Minutes

MEMBERS ATTENDING

David Fox	Lisa Goodwin	Meridith Jarrell
Price Walker, Jr.	Owen Ditchfield	Carleton Coleman
Rick Covington	Michelle Griffin	Barbara Mack

MEMBERS EXCUSED

Frank Star	Gary Griesheim	Susan Andrews
M. A. Dowdell	Clark Gillett, Jr.	John Wells
Norene Marvets		

OTHERS ATTENDING

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Linda Hyles, CVL
Alice Budge, Friends of Libraries

Past Chair Meridith Jarrell presided over the meeting in the absence of Chair Frank Star.

The Past Chair called the meeting to order at 1:00 p.m.

MINUTES

Ms. Jarrell asked if there were any corrections to the minutes of the May 24, 2012 meeting. Owen Ditchfield moved the minutes be approved as distributed. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

Alice Budge reported on the Friends of Libraries in the absence of Gary Griesheim. She thanked everyone that supports the library. She asked that those who are not a member of the Friends to please join and visit the Friends Store located in the library. Meridith Jarrell also thanked the Friends for their continued support of the library especially supporting programs such as the staff in-service day.

TREASURER'S REPORT

Lyn Anderson reviewed the Period 11 financials with the Library Board. He reviewed both revenue and expenses. Both are on target with expenses slightly under budget due to open positions.

Claudia Muller stated that one of the positions was filled this week by promoting someone internally. She stated that this individual's current position will now have to be filled. She stated that several of the positions that have been filled recently were internal

Ms. Muller explained that Gabriel Lundeen, the new Deputy Director, was unable to attend the meeting due to the illness of his infant son.

Ms. Jarrell asked Mr. Anderson if he was expecting anything major that might impact the current status of the budget. Mr. Anderson said he did not.

DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting. Ms. Muller said she had nothing additional to add to her report.

She said the Aflac Vacation Reading Program is on target and it looks like last year's numbers will again be surpassed. She stated the final numbers for AVRVP will be available in September.

UNFINISHED BUSINESS

Strategic Plan 2012 – 2017 – Claudia Muller said this is the document requested by the school district so that the library would be part of their new Strategic Plan. This is a five-year plan and may be revised with the completion of the community assessment. She said the staff will be coming up with task lists for each department and branch to fulfill the initiatives of the plan. The school district has not adopted the larger document but she discussed with Dr. Gibson and asked if the library boards could go ahead and adopt the library's portion of the document. She asked that the Board approve the plan. Owen Ditchfield stated some of the target dates for this year concerned him. Ms. Muller said the target dates were reasonable. David Fox said there is a lot of detail in the plan and a lot of money being spent. Mr. Fox asked if the funding portion had been discussed. Ms. Muller said that it is anticipated that before years four and five are reached, the document will be revised because it is a work in process. Owen Ditchfield moved and David Fox seconded the motion to approve the Strategic Plan 2012-2017. **The motion passed unanimously.**

PLA Conference Suggestions – Ms. Jarrell provided an update on the community assessment which came as a result of her attendance at the PLA Conference. In meeting with Dr. Timothy Mescon of Columbus State University, he suggested she send him a letter to include a proposal for the community assessment. She read a letter received from Dr. Mescon of CSU in response to her letter to him. He has referred the community

assessment information to Dean Richard Baxter and Dr. Dana Gibson at the non-profit center. They will review the proposal and see if they will be able to assist with the project.

Ms. Jarrell said that Dr. Star had requested a list of the things that have been discussed that came out of the PLA Conference. Ms. Jarrell asked the Board to look at the PLA Suggestions sheet that was included in their packet and volunteer to champion the four items listed. She asked that before the board members leave the meeting to please sign up for one of the items and leave with Claudya Muller.

Library Foundation Board Seat on the Library Board – Ms. Jarrell stated that this item was returning to the agenda because when it was previously discussed and voted on, it was not on the published agenda. The Open Meetings Act requires that any action item must be on the agenda before a vote can be taken. Ms. Jarrell asked if the Memorandum of Understanding had been received back from the Muscogee County Library Foundation. Ms. Muller asked Tyler Townsend if they had received the document back from their attorney. Mr. Townsend said that further discussion was being held. Ms. Jarrell asked if it was appropriate to offer a seat on the Muscogee County Library Board before a Memorandum of Understanding was initiated. Ms. Jarrell said the Muscogee County Library Board has already approved it. She said she thought it was the Muscogee County Library Foundation was to approve the document. There was confusion on the status of the Memorandum of Understanding between the Library Board and the Foundation Board. Rick Covington moved and Owen Ditchfield seconded the motion to send a letter to the Muscogee County Board of Education to allow the Muscogee County Library Foundation an ex-officio, non-voting seat on the Muscogee County Library Board. **The motion passed.** The following members approved the motion: David Fox, Lisa Goodwin, Price Walker, Jr., Owen Ditchfield, Carleton Coleman, Rick Covington, Michelle Griffin and Barbara Mack. Meridith Jarrell opposed the motion.

Owen Ditchfield asked what the status of the renovation/construction at the South Columbus Public Library was. Ms. Muller stated the opening of the bids will take place on July 16th.

NEW BUSINESS

Nominating Committee Recommendations – Barbara Mack presented the Nominating Committee recommendations.

Replacement for Cristina Richards – It was the recommendation of the Nominating Committee to approve the appointment of Lori Auten to replace and serve the unexpired term of Cristina Richards on the Muscogee County Library Board.

Recommendation for Secretary to the Muscogee County Library Board – It was the recommendation of the committee that Barbara Mack replace Ms. Richards as Secretary

of the Muscogee County Library Board. Ms. Mack will serve in that capacity until December 31, 2012.

Recommendation for Regional Library Board – It was the recommendation of the committee that Michelle Griffin fill the vacancy of Cristina Richards on the Chattahoochee Valley Libraries Board.

Owen Ditchfield stated that he thought Debbie McGreggor was the secretary to the Board. Ms. Muller explained that Ms. McGreggor does the work of the secretary but does not fill the official position of Secretary on the Board. She explained that should the need arise for the Board Secretary to sign anything, that position would be responsible for doing so.

Owen Ditchfield asked about Kent Illges. Ms. Muller stated that prior to the meeting, she had a call from Gary Griesheim. Due to Pratt-Whitney going through a reorganization, he is no longer able to attend meetings during the day. The Board will be getting a letter of resignation from him effective August 1, 2012. He will be able to fulfill his obligation at the Regional Board meeting in July because it is an evening meeting. Ms. Muller suggested the members hold on to Mr. Illges bio because there will be another vacancy to fill. He would be a good person to fill Mr. Griesheim's vacancy on the Board.

Barbara Mack thank Meridith Jarrell for stepping in and filling the vacancy on the Nominating Committee left vacant with the departure of Cristina Richards. Ms. Mack also stated that Gary Griesheim had informed the Nominating Committee of his situation at their meeting. Mr. Illges has agreed to serve on the Board if requested. The Nominating Committee discussed that Mr. Illges would be a good candidate to fill the unexpired term of Gary Griesheim.

Owen Ditchfield stated that he understood that a Board member can serve two terms plus the unexpired term. Ms. Muller stated that a Board member can serve an unexpired term and then two full consecutive 3-year terms. After a Board member has been off the Board for one year, they can return to the Board.

David Fox asked about the number of members serving on the Board. Ms. Muller said that most library boards are 7 to 9 people. She said when the Board was originally formed, it was 26 and it has been deliberately reduced because it was too large.

Ms. Jarrell explained the recommendation vote as follows:

Lori Auten to fill the unexpired term of Cristina Richards effective immediately; Kent Illges to fill the unexpired term of Gary Griesheim effective September 1, 2012; Barbara Mack to serve as Board Secretary until December 31, 2012; and Michelle Griffin to replace Cristina Richards on the Chattahoochee Valley Libraries Board as a Muscogee County Library Board representative.

David Fox asked if these must go to the Muscogee County Board of Education. Ms. Muller stated the two recommendations for appointment to the Muscogee County Library Board will go to the Muscogee County Board of Education for approval.

The recommendations of the Nominating Committee passed.

CHAIRMAN'S REPORT – There was none.

BOARD EDUCATION – Linda Hyles presented the Board Education. She covered two upcoming programs with the Board. They were “What do you Geek?” and the Children’s Book Festival to be held in 2013.

NEXT MEETING DATE – The Library Board will take a summer recess in July and August. The next meeting date will be Thursday, September 20, 2012.

The meeting adjourned at 1:55 p.m.