

Muscogee County Library Board Meeting
Thursday, September 27, 2012
Columbus Public Library

Minutes

MEMBERS ATTENDING

Barbara Mack	David Fox	Lori Auten
Price Walker, Jr.	Owen Ditchfield	Lisa Goodwin
Rick Covington	Michelle Griffin	Frank Star

Ex-Officios: Gary Gibson (for John Phillips)
Jeanne Swift (for Tyler Townsend)

MEMBERS EXCUSED

M. A. Dowdell	Kent Illges	Ex-Officios: John Wells
Clark Gillett, Jr.	Meridith Jarrell	Norene Marvets
Kent Illges	Carleton Coleman	

OTHERS ATTENDING

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director
Alice Budge, Friends of Libraries

Chair Frank Star called the meeting to order at 1:05 p.m.

MINUTES

The Chair asked if there were any corrections to the minutes of the June 28, 2012 meeting. Jeanne Swift said there was a typo on Page 4, 4th paragraph, 1st line. The word should be “thanked” not “thank.” Lisa Goodwin moved the minutes be approved as corrected. Barbara Mack seconded the motion. **The motion passed unanimously.**

The Chair asked if there were any corrections to the minutes of the August 30, 2012 meeting. Owen Ditchfield moved the minutes be approved as distributed. Barbara Mack seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

The Chair recognized Alice Budge of the Friends of Libraries. Dr. Budge thanked everyone for their support of the Friends. She stated that she was representing John Donohue, Friends of Libraries President since he had a previous commitment.

Dr. Budge informed the Board she had FOL membership cards with her should anyone like to join at a cost of \$10 per year. She stated some of the privileges of being a member were discounts in the Library Store and advance notice and attendance at FOL book sales. She also showed examples of books that are available for sale in the book store.

LIBRARY FOUNDATION

In the absence of Library Foundation Chair, Tyler Townsend, Jeanne Swift presented the Library Foundation report. Ms. Swift stated that on behalf of the Library Foundation, she thanked the Library Board for allowing the Foundation to have an ex-officio seat on the Library Board. She said having a representative of the Foundation on the Library Board will certainly improve communications between the two entities.

Ms. Swift said the Foundation is pleased to announce the 2012/2013 disbursement to the libraries will be \$405,000 which is a \$20,000 increase over last year. She explained to the Board that funding is derived from various endowments and the annual campaign. She stated that plans for the annual campaign are currently underway.

TREASURER'S REPORT

Lyn Anderson provided the Treasurer's Report. Mr. Anderson reviewed the year-end report for FY2011/2012. He stated that revenue ended the fiscal year a little above budget. Owen Ditchfield asked why there was such a large difference in what was budgeted for Talking Books and the actual amount received. Mr. Anderson explained that administration was unaware of the increase at the time the budget was being prepared. Ms. Muller also pointed out that the revenue from Stewart County doubled because they were paying for two years rather than one. They were behind in their payments and this brought them up-to-date. Mr. Anderson pointed out that in the expense portion of the report there were two projects in the Capital Projects and Expenditures that were from a previous year. Rick Covington asked if the funds for these projects rolled over from the previous year to the current year. Mr. Anderson stated that the funds did rollover.

Lyn Anderson provided the financial reports for the first period of the new fiscal year. He stated that everything is as it should be for the beginning of the new fiscal year. Owen Ditchfield asked why the postage was so high for the first two periods. Mr. Anderson explained that this is a one-time payment for postage which will last for several months. Mr. Anderson reminded the Board that they will not see accruals in salary attrition like they have for the past few years because the library is now at 100% staffing levels.

Owen Ditchfield moved the Treasurer's Report be approved as distributed. Rick Covington seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting.

Ms. Muller reported that the Library has been contacted by the Knight Foundation which has asked Linda Hyles to participate in a conference in Miami in February 2013 to discuss the Geek Campaign. Also, representatives of OCLC came to Columbus to view the Geek Campaign because they had seen the outstanding job the Marketing Department is doing with the campaign. They were so impressed, they have asked to use CVL in a case study. Ms. Muller

reported that the Geek Campaign has been so successful that CBS Outdoor Advertising has requested that the Gold Medalist from Columbus have her Geek billboard stay up for 2 months and CBS will pay for it.

Ms. Muller reminded the Board of the Jonathan Haidt program at the Columbus Public Library on Thursday, October 4, 2012 at 7:00 p.m. She said this is the 3rd of the Building Common Ground series. She reported that plans are currently underway for the 2013 Building Common Ground series that will feature the Arts and Popular Culture.

UNFINISHED BUSINESS – There was none.

NEW BUSINESS

Operations Committee Recommendations

ILS Administrator Position – Ms. Muller explained that this position was held by an individual who became seriously ill and has since left the library. She said that the duties were distributed among several library staff members with one individual taking the majority of the duties because she is knowledgeable of the system. Ms. Muller stated that having the duties of the position distributed among several individuals has not been efficient and needs to be performed by one individual. Lisa Goodwin asked if the individual that will be in the position will receive a raise. Ms. Muller stated that she would and it is in the budget. **The recommendation passed unanimously.**

Change from Maintenance Technician to Building Mechanic – The Muscogee County School District's Human Resources Department recommended that this change be made. The purpose for the change is to make the position title more in line with the school district's title for facilities employees. The individual in this position at the library is on medical leave. **The recommendation passed unanimously.**

Friends of Libraries Ex-Officio Seat – Claudya Muller explained that while the Friends of Libraries has never had a seat on the Muscogee County Library Board, a Friends member has always served on this Board until now. In the past, these members would provide information to the Board on the activities of the Friends. Chair Star stated that with the admission of a member of the Library Foundation serving in an ex-officio position to the Library Board, it was felt that the Friends should be offered the same courtesy. Barbara Mack moved to allow a member of the Friends to serve in an ex-officio capacity on the Muscogee County Library Board. Michelle Griffin seconded the motion. **The motion passed unanimously.**

Combined November/December Meeting Date – In the past, the November and December meetings have been combined due to their closeness to the holidays (Thanksgiving and Christmas). The date for the combined meeting is Thursday, December 6, 2012. Owen Ditchfield moved to approve the combined meeting date of Thursday, December 6, 2012. Lisa Goodwin seconded the motion. The motion passed unanimously.

Sumter Electric Foundation Grant (\$5,000) to Cusseta-Chattahoochee County Library Board – The Chair asked Claudya Muller to explain this grant. Ms. Muller stated that on

several occasions, the Cusseta-Chattahoochee County Library Board had applied for and received grants from the Sumter Electric Foundation. She stated that the grants were used mainly for needs of their library such as automated doors. However, the CCLLB requested that this grant be given to the Chattahoochee Libraries for use in the purchase of DVDs since this is the portion of the collection that has been drastically cut. Barbara Mack moved to accept the \$5,000 from the Cusseta-Chattahoochee County Library Board for the purpose of purchasing additional DVDs for the library system. Michelle Griffin seconded the motion. **The motion passed unanimously.**

CHAIRMAN'S REPORT

Nominating Committee – Chair Frank Star asked David Fox to chair the nominating committee and appointed Michelle Griffin and Barbara Mack to serve on the committee. He informed them that the following tasks need to be addressed and presented at the December 6, 2012 library board meeting.

1. Reappointment of Clark Gillett, Jr. to the Board for a second term.
2. Recommend a replacement for the position held by Barbara Mack
3. Recommend a Slate of Officers for 2013

Appointment to Regional Board – The Chair stated that with the resignation of Gary Griesheim, a replacement is needed to fill Mr. Griesheim's place on the Regional Board. He asked the Board if there was someone who would like to volunteer to replace Mr. Griesheim. Owen Ditchfield volunteered to serve on the Regional Board.

Letter/Memorandum of Understanding – The Chair stated that he was contacted by Library Foundation Board Chair, Tyler Townsend, about setting up a group of representatives from the Library Board and the Foundation Board to review and present a draft Letter/Memorandum of Understanding between the Muscogee County Library Board and the Library Foundation Board. He stated that after discussion with Claudya Muller, it was decided that the Letter/Memorandum of Understanding was no longer required at this time. Since this was the idea of Ms. Muller, the Chair asked her to address the issue. Ms. Muller stated that the initial request for a Letter of Understanding between the two entities was in fact her request. She stated that since the Foundation is no longer involved with the salary supplements and since the Foundation Board is now represented on the Muscogee County Library Board in an ex-officio capacity, she did not feel the Letter/Memorandum of Understanding was needed. It was the recommendation of the Chair and the Director to dismiss the Letter/Memorandum of Understanding. The recommendation was approved by consensus. Rick Covington asked if this request to dismiss the Letter/Memorandum of Understanding needed to be taken to the Library Foundation Board. The Chair stated that it did not since the original request came from the Library Board. The Chair went on to say that he would send a letter to Tyler Townsend formally withdrawing the request for such an agreement.

BOARD EDUCATION

Susan Hayes was scheduled to provide Board Education but was unable to attend due to sickness. She will provide the Board Education at the October meeting.

The next meeting of the Muscogee County Library Board will be Thursday, October 25, 2012.

There being no further business, the meeting adjourned at 1:54 p.m.