

Chattahoochee Valley Regional Library Board Meeting  
Thursday, January 18, 2007  
Columbus Public Library

Corrected Minutes

Members Attending

Abbie Dillard	Meridith Jarrell
Helene Watson	Sivan Walker-Dixon
Alice Budge	Teresa Nelson
Pat Hugley-Green	Lydelle Morris
Beverly Grant	

Members Excused

David Rothschild  
Murray Solomon  
John Wells

Others Attending

Beverly Grant, QCPL Branch Manager  
Donna Osborne, CVRLS Deputy Director  
Suzanne Barnes, CVRLS Outreach Coordinator  
Lyn Anderson, CVRLS Chief Financial Officer

Chair Abbie Dillard called the meeting to order at 5:30 p.m. The chair asked the group to go around the room and introduce themselves to another.

She asked if there were any corrections to the minutes of the December 7, 2006 meeting. Helene Watson moved that the minutes be approved with no corrections. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

There was no public comment.

The Chair recognized Lyn Anderson for the Treasurer's Report. Mr. Anderson gave an overview of the quarterly county receipts statements that were distributed to the board members. Sivan Walker-Dixon stated that Buena Vista was misspelled on the report. Lydelle Morris moved to approve the Treasurer's Report with the correction. Meridith Jarrell seconded the motion. **The motion passed unanimously.**

## DIRECTOR'S REPORT

Suzanne responded to a question from Alice Budge about how many people are involved in using the JAWS program that was mentioned in the report. Suzanne stated that there are about 20 current patrons that could use it here in the library. She attended the Mayor's Committee on Disabilities and announced to them that in the next few days the library should receive the software from the state so that we install JAWS on any of our computers. At any given time in the state of Georgia up to 50 users can use JAWS simultaneously. It's voice responsive software that helps visually impaired people read what is on the computer.

Alice Budge's next question was in the area of collections. She asked if we are continuing to rent popular book fiction titles from vendors such as Baker and Taylor. Donna Osborne responded affirmatively stating that each library has a monthly quota. The books are ordered two to three months in advance of being published. Once they are published they are received from the vendor shelf ready. Donna stated that John Pennsy has been appointed to work on centralizing the collections process.

And under the area of tech services she wanted to know who is in charge and does it cover the entire system. Donna stated that tech services is still in the development phase and she is overseeing it at this time.

## OUTREACH COORDINATOR'S REPORT

Suzanne Barnes made a correction in the new board member listed for Marion County. He is Herman Kahler instead of Henry Moylan. Sivan Walker-Dixon pointed out some typographical errors. In the second paragraph, change "bake goods" to "baked goods" and in the third paragraph change "they're" to their.

Alice Budge asked how the branch-partnering project was coming along. Suzanne stated that the managers have decided to proceed gradually on it. City branch managers and CPL department heads are visiting the counties, meeting staff and beginning working with the counties. There will be a progress report at the April Regional Board meeting.

## UNFINISHED BUSINESS

Abbie Dillard requested reducing the Regional Library board size to 9 members. She stated that Claudya thinks this would be a good time to do it because there are several slots on the Muscogee County Board that are not being filled by the School Board. Since the size of the Muscogee County Board has dropped from 26 to 15, it is difficult to find enough people to have 8 representatives on the Regional Library Board. At the last meeting the group discussed changing the Muscogee County representation from 8 members to 5 members. None of the current members, Alice, Helene, Murray, David, and Pat, would have to come off the board. This group could serve at the discretion of the Muscogee County Library Board. It was moved by Teresa Nelson and seconded by Helene Watson that the size of the Chattahoochee Valley

Regional Library Board be reduced from 12 to 9 with the Muscogee County representation changing from 8 to 5 members. **The motions passed unanimously.**

#### NEW BUSINESS

The next item was the 2007 holiday schedule, which will reduce the number of holidays by 2. It was motioned by Teresa Nelson and seconded by Helene Watson that the Closing Schedule for 2007/08 be accepted. **The motion passed unanimously.**

Next was the annual policy review. Personnel Policies 1-9 had several minor changes to look at first. There were no recommended changes but it was not annotated at the bottom that the following policies were approved on April 20, 2006:

PERS1	Reviewed and Adopted
PERS2	Amended and Adopted
PERS3	Reviewed and Adopted
PERS4	Reviewed and Adopted
PERS5	Reviewed and Adopted
PERS6	Reviewed and Adopted
PERS7	Reviewed and Adopted

It was moved by Lydelle Morris and seconded by Teresa Nelson that the revision be adopted. **The motion passed unanimously.**

PERS8 version in the board packet was not the most current version. The original document stated, "Access to information contained in library personnel file shall be limited to Human Resource office employees, payroll and benefits processing personnel of the Muscogee County School District" and replaced with "Human Resource Department of Muscogee School District Payroll and Benefits Department." Donna indicated that the corrected versions had been done. It was moved that PERS8 and corrections be tabled until the previous corrections can be confirmed. The motion passed unanimously. Donna will be responsible for getting the corrected versions to Abbie.

Abbie Dillard suggested that the big changes GOV1, GOV2 be tabled until the next meeting. It should state the by-laws of the Chattahoochee Valley Regional Library Board instead of the by-laws of the Muscogee County Library Board. Meridith Jarrell made the motions and Teresa Nelson seconded. **The motion passed unanimously.**

GOV3 address and hours of operation were incorrect. It was moved by Teresa Nelson and seconded by Helene Watson that the address of the Quitman County Branch be changed to 39 Old School Rd and the hours of operation reflect 9 a.m. – 1 p.m. & 2 p.m. – 6 p.m. **The motion passed unanimously.**

Donna Osborne stated that GOV4 should have ‘and Procedures’ removed from the title bar. It was moved by Meridith Jarrell and seconded by Helene Watson that GOV4 be approved with the changes. **The motion passed unanimously.**

The chair asked that policies GOV5, MNG1, MNG2, MNG3, MNG5, MNG6, MNG7, and MNG 8 be reaffirmed with no changes. It was motioned by Lydelle Morris and seconded by Meridith Jarrell. **The motion passed unanimously.**

The chair told the board that MNG4 had been referred back to the Operations Committee for clarification of the term “non-profit.” It is intended to mean not for profit and is not clear because it infers that the rooms are only available for non-profit groups and not open to the public. It was moved by Alice Budge and seconded by Helene Watson that the policy is returned to Operations Committee for clarification. of “ those rooms are available for non-profit activities only” with a week to clarify. **The motion passed unanimously.**

The next agenda item was the Chattahoochee Valley Regional Board meeting schedule for 2007. It was moved by Teresa Nelson and seconded by Meridith Jarrell that the Chattahoochee Valley Regional Library Board meeting schedule for 2007 be approved. **The motion passed unanimously.**

County Library Optional Services was the next item on the agenda. Quitman County Public Library has requested permission to provide color copies to the public. The board chair suggested tabling this item until it can be looked into further. An analysis of the cost has not been done. The motioned was made by Lydelle Morris and seconded by Teresa Nelson that the optional services action is tabled until the analysis can be done. The motion passed unanimously. The chair stated that lamination is being offered and that policy should be looked at as well.

#### CHAIR’S REPORT

Chair Dillard apologized for not having her report available for review.

The chair stated that there was one item of concern, the missing funds from the county libraries. There will be a call meeting of all County Board Chairs on February 13 at 5:00 in Cusseta to address this issue.

#### COUNTY LIBRARY TRUSTEE REPORT

**Chattahoochee County** – Abbie Dillard gave the report for Chattahoochee County. Planning and zoning has approved the rezoning for developers to build residential housing in Chattahoochee County. These will double the number of houses there in the next five years.

Growth in the region will be a topic of discussion in the future. Several of the libraries are asking for increased hours. There are number of things that need to be looked at from the regional standpoint so that we can try to prioritize what needs to be address first.

**Muscogee County Public Library** – Meridith Jarrell gave an update on the acquiring, constructing and equipping of the main library. She stated that she has a meeting with the Mayor next Wednesday to discuss the funds available to finish equipping the library. Pat Hugley-Green gave a statement on the school board’s position. They support the library in using the funds and developing the property into something beautiful but do not to incur ongoing maintenance costs.

**Quitman County** – Beverly Grant gave the report for Quitman County. She informed the board that things are fantastic; they are staying busy; numbers and circulation keeps increasing. They are having fundraiser that will help some of the young children in the area who are not able to pay their library fines. The children will be able to work and to sell tickets to help pay fees for books that have been lost and to help them to learn responsibility.

Lydelle Morris added that Quitman County has voted to have a consolidated government established between March and May. Beginning next Tuesday, a consultant, Elvin Hardy, has been hired to improve conditions in the county.

**Stewart County** – Teresa Nelson gave the report. She shared that Stewart County has a county manager, Mac Moye. Mr. Moye sponsored a crime summit, a project he created and spearheaded to improve conditions in the county.

**Marion County** – Sivan Walker Dixon commended Barbara for her great work. She came up with the great idea for an open house that will take place this weekend.

The Chattahoochee Valley Regional Library Board will have a special scheduled meeting to review the first draft of the budget on Thursday, February 22, 2007 at 5:30 p.m.

The meeting was adjourned at 7:15 p.m.

Minutes by: Vivian’s Virtual Secretary