

Chattahoochee Valley Regional Library Board Meeting
Thursday, October 11, 2007
Columbus Public Library

Minutes

Members Attending:

Abbie Dillard	Meridith Jarrell
Carvel Lewis	Sivan Walker-Dixon
Alice Budge	

Members Excused:

Teresa Nelson
Murray Solomon
Helene Watson

Others Attending:

Claudya Muller, CVRLS Director
Lyn Anderson, CVRLS Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director

Chair Dillard called the meeting to order at 5:30 p.m. She asked if there were any corrections to the minutes of the July 19, 2007 meeting. The Chair asked that the minutes be correction as follows:

Current Reading: Page 4, Chair's Report, first line:

"...had stated that the County Commission...."

Correct Reading:

"...had stated that the Cusseta-Chattahoochee County Commission..."

Meridith Jarrell moved the minutes be approved as corrected. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT

None.

TREASURER'S REPORT

The Chair recognized Lyn Anderson for the Treasurer's Report. Mr. Anderson reported that revenues and expenses are in order for the year-end. He noted that the figure for revenue from Quitman County looked high and that was because they were behind a year in their payments and had brought it up-to-date this year. He also noted that some of the funding authorities were late in making their payments so those will not show on the report until the next quarter. Carvel Lewis moved to approve the Treasurer's Report as presented. Meridith Jarrell seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

Claudya Muller reported that she had a couple of items to be added to her report that was in the meeting packet. She stated that a packet of newspaper articles regarding HR900 was distributed to each of the members. She said these articles give the board more information on HR900 and that she would continue to distribute information on HR900 as it is received.

Alice Budge asked when HR900 would come up in the legislature and a possible vote by the citizens. Ms. Muller reported that HR900 will be addressed when the legislature goes into session January 2008. She said if it goes to a referendum, it may be in 2010.

Sivan Walker-Dixon asked Ms. Muller for an update on the Listserv for library trustees and the DVD for trustee training. Ms. Muller reported that GPLS continues to work on this project but she was not sure when it would actually be ready. Ms. Muller stated that the DVD is not available yet. Meridith Jarrell stated that she would prefer the on-site training provided by Lyn Hopper and felt this was an opportunity for all of the library boards to come together. Ms. Muller stated that she knew Ms. Hopper was booked through March 2008 but that she would see if she would be available sometime in October 2008.

Ms. Muller reported that several staff members are being moved around to different library branches in an effort to place people where their particular expertise is needed. She stated that this was an idea from the branch managers.

UNFINISHED BUSINESS

Color Copies – The Chair briefed new board members on the issue of charging for color copies at the library branches and how much the fee should be. Ms. Muller reported that the price at various libraries in Georgia range from 15 cents per page to \$1 per page. Ms. Muller recommended a fee of 50 cents per page for color copies.

Discussion was held on the difference in cost of color copies from a copier and color copies from a computer printer. Mr. Lewis explained that the cost of ink for a color printer is much more expensive than that of a color copier. After discussion, it was decided that a charge of 50 cents per page would cover the cost of either color copying choice. Meridith Jarrell moved that all

library branches in the system charge a fee of 50 cents per page for any color copies. Alice Budge seconded the motion. **The motion passed unanimously.**

NEW BUSINESS

Nominating Committee – Chair Dillard asked that the Nominating Committee be composed of the following members to present a slate of officers for the 2008 year:

Alice Budge, Chair
Murray Solomon
Sivan Walker-Dixon

Name Change – Ms. Muller reported that discussion has been held regarding a possible name change for the Chattahoochee Valley Regional Library System due to the length of the name. She said no official change has been recommended but she wanted the board's input into possible names. Alice Budge asked if this would be an expensive endeavor with regard to legal fees. Ms. Muller reported that the Georgia Public Library Service would be the approving authority of a name change and there would be no cost involved. She said that the expense would be in changing signage, literature and stationary.

Internal Audit – Ms. Muller reported that she, along with the administrative staff, was disappointed in the findings of the Internal Audit. She said solutions are being addressed and that another internal audit would be performed in six months. She stressed to the board that the majority of the findings were minute in the scheme of things but are areas that will be addressed and corrected.

Strategic Initiatives – Ms. Muller reviewed the Strategic Initiatives with the board. She reported that these initiatives are being implemented and administration is striving to act on the initiatives. She noted that Initiative number 4 is current being addressed with the restructuring of many of the branches by transferring staff around to where their knowledge and expertise is needed. She also stressed to the board Initiative #7, Item 1 and Item 4. Both of these items address the importance of board members contacting their legislators to promote statewide funding of public libraries and for board members to actively support local funding increases.

Guiding Principles/Customer Commitment – Ms. Muller reviewed the Guiding Principles and Customer Commitment with the board. She stated that these guidelines are to be implemented with all staff as part of the strategic plan. Five meetings have been held with staff to review the principles and five more meetings will be held in October to review how these principles will apply to customer service.

Conflict of Interest Policy – Ms. Muller introduced a new policy for board review. The Conflict of Interest Policy is for all library board trustees and library administrators to be sure there is no conflict of interest with regard to their affiliation with the libraries. Ms. Muller explained that generally all libraries have this policy. Ms. Jarrell stated that she felt this was just an oversight when the policies for the libraries were developed and that it is one that needs to be included. Ms. Muller stated that the policy will be presented to the Muscogee County Library Board for

approval at its October meeting and will be brought back to the Regional Board for their approval in January.

CHAIR'S REPORT

Chair Dillard expressed her appreciation to Wanda Edwards (CVRLS Community Relations Librarian) and Suzanne Barnes (CVRLS Outreach Coordinator) for their efforts in producing a brochure for the individual counties. Ms. Dillard passed around the brochure for Cusseta-Chattahoochee County that was produced. She stated that the brochure was very instrumental in showing the various funding authorities how the money for the public libraries is spent.

The Chair thanked Alice Budge and Murray Solomon for their support and membership on the Regional Library Board. She reported that Dr. Budge had not missed a single meeting since being on the board. These two trustees' terms will end December 31, 2007.

COUNTY LIBRARY TRUSTEE REPORTS

Cusseta-Chattahoochee County

Chair Dillard reported that the Cusseta-Chattahoochee County Public Library is doing well. She stated that Mike Webb, a long-time resident and former library board trustee, is being talked with to fill a vacancy on the CCCPL Library Board. Ms. Dillard stated that Mr. Webb is employed with Synovus in Columbus and is an involved citizen of Cusseta.

Muscogee County

Claudya Muller reported that The Big Read project is well underway at the Columbus Public Library. She stated that several events such as the outdoor showing of *To Kill A Mockingbird* have already occurred. She explained that The Big Read project was a grant provided by NEA. Additional funding was received from the Friends of Libraries and the Kellogg Foundation. It has been reported that the NEA would like to expand the program next year to 500 more libraries.

Chair Dillard complimented Claudya Muller and the library staff for everything they are doing to help the system grow and develop. She stated that the quality of service, especially in the smaller libraries, has vastly improved in the past several years.

Quitman County

Carvel Lewis reported that the community is very happy with the work Beverly Grant (Georgetown-Quitman County Public Library Manager) is doing. He stated they are hoping to be in a new facility in 2010.

Marion County

Sivan Walker-Dixon reported that Barbara Rodeheaver (Marion County Public Library Manager) has been very busy with various programs at the library. She stated that Ms. Rodeheaver is currently having themed story times for teens with the theme being based on coffee shops. The current one is The Little Coffee Shop of Horrors.

Ms. Walker-Dixon reported that the Rural America Festival will be held on November 3rd and asked for everyone to attend. Ms. Rodeheaver and Dancia Baerncopf (Parks Memorial Public Library Manager) are working together to man a booth at the festival.

Friends of Libraries

Alice Budge reported that the Friends of Libraries would appreciate memberships and she had cards available for anyone interested in joining. She stated that with the membership, you receive a monthly newsletter and a copy of the *Beacon*.

She reported that the FOL has given each Children's Department a debit card to use for purchases with the funds donated to the respective departments. She stated that the FOL felt this gave more control to each department as to how the funds should be spent. These cards will be issued every 6 months.

She reported the FOL has donated 1,100 books for troops in Iraq and had also given two cases of books to the Immigrant Prison in Lumpkin.

Chair Dillard reminded trustees of the upcoming conferences. The Georgia Library Association conference will be held the end of October at Jekyll Island. Ms. Muller reported that 4 staff members will be attending this conference.

Ms. Muller encouraged board members to attend the PLA conference to be held in Minneapolis in March 2008. She stated that there are funds available for travel expense. She also reported that the early bird registration is taking place now and anyone interested should contact Lyn Anderson's office for the necessary travel approval forms.

The meeting adjourned at 6:45 p.m.