

Chattahoochee Valley Regional Board Meeting
Thursday, October 20, 2005
Columbus Public Library

Minutes

Members Attending

Abbie Dillard	Alice Budge
Bobby Ledford	David Rothschild
Helene Watson	Sivan Walker-Dixon

Members Excused

Helen Spires	Jean Armour
John Wells	Murray Solomon
Tonya Douglass	

Others Attending

Claudya Muller, CVRLS Director
Lyn Anderson, CVRLS Finance Manager

Chair Dillard called the meeting to order at 7:05 p.m. She asked if there were any changes to the April 21, 2005 meeting minutes. A correction in the spelling of Alice Budge's name was made on the first page, last paragraph, third line. David Rothschild moved to approve the minutes as amended. Alice Budge seconded the motion. **The motion passed unanimously.**

Chair Dillard recognized Lyn Anderson for the Treasurer's Report. Lyn Anderson reported that all counties made budget for the last fiscal year. He noted that Muscogee County had more revenue than expenditures.

Chair Dillard recognized Claudya Muller for the Director's Report. Ms. Muller asked if there were any questions regarding the Director's Report, as it was included in the board packet. Ms. Muller informed the group that all county positions have now been filled.

Alice Budge asked how the program with the Business Resource Center was progressing. She stated she had heard concerns that administrators were involved in the Core Group and this was causing some concern as to the ability of staff to speak freely about their concerns. Ms. Muller stated that there are two administrators on the core group, Donna Osborne, Deputy Director and Charle Tarver-Menefee, North Columbus Library Branch Manager. She further reported that the consultants will be holding sessions with staff members shortly and these sessions will allow staff to attend meetings where there are no administrators present.

Bobby Ledford asked when the Business Resource Center would be coming to the board to make any recommendations. Ms. Muller stated that the process is moving slowly due to personnel changes at the Pastoral Institute but that they are getting up to speed and things should begin progressing a little faster.

David Rothschild asked if the Business Resource Center had been paid yet. Ms. Muller reported that no payments have been made. Mr. Rothschild suggested that a payment schedule should be provided by the Business Resource Center. Ms. Muller stated she would check on this.

Bobby Ledford asked Ms. Muller about computer usage in the libraries. Ms. Muller stated that computer usage numbers are going up. She said that beginning with April 2006, the numbers would reflect a more accurate measure of comparison by comparing the usage year-to-year.

Mr. Ledford asked if there were problems with getting computers back up and running when there is a problem. He said he notice a librarian putting 3 out of order signs on computers in the Children's Department as he was coming to the meeting. Abbie Dillard responded by saying that the IT Department is doing an excellent job in getting the computers back up when there is a problem. Ms. Muller reported that the IT Department has more staff now and has set up procedures for reporting and prioritizing computer problems. The system is working well and the IT Department is doing a good job. Ms. Muller said that the Mildred L. Terry Branch Library continues to have problems with their computers but it is because of the wiring in that building. North Columbus Branch Library was having problems but they have been resolved.

Chair Dillard voiced concern that circulation statistics for Chattahoochee County are not going to look good in the coming months. She stated the reason for this is that when the school brings classes to the library, the children are no longer allowed to check out books unless they have their library card. She stated that due to some problems last year of past due books for children, the parents were very upset that the children were allowed to check out the books without their knowledge. Ms. Dillard stated that this is the only time a lot of these students ever go to the library.

Sivan Walker-Dixon reported that she did not attend the recent GACOMO meeting held in Columbus. She said that after reviewing the workshop information, she did not see anything that pertained specifically to trustees. Alice Budge reported that she attended and stated that even though many of the workshops or seminars seem dedicated to librarians or library staff, they do have information in them that is of interest to trustees. Claudya Muller also said that the exhibits are very good for librarians, library staff and trustees to view because they deal with a vast array of products from technical to furniture. Ms. Muller suggested that Ms. Walker-Dixon consider attending the PLA meeting in Boston next spring.

Bobby Ledford reported that he had begun downloading the e-books and asked if this new service was being used a lot. Ms. Muller said the library will not have those statistics until the end of the month. Lyn Anderson raised the issue of how to report the downloadable audio book use on the annual report. He left a message for Susan Roberts of GPLS asking how we are to report this type of use.

UNFINISHED BUSINESS

Chair Dillard brought the following Operating Policies to the board.

- CUS1 Customer Service Policy
- CIR10 Smart Card Use
- CIR11 Student Library Cards
- INF1 Priorities for Reference Service
- INF4 Electronic Communications Policy
- INF5 Guest Computer Use Cards
- GSV3 Programs
- GSV4 Tours
- GSV5 Film Showings

David Rothschild moved to approve all of the Operating Policies as presented. Bobby Ledford seconded the motion. **The motion passed unanimously.**

NEW BUSINESS

Mileage Reimbursement for county board members

Chair Dillard recognized Claudya Muller to present information on this topic. Ms. Muller stated that the library budget contains \$5,000 for trustee travel. She recommended that when board members attend library conferences, the trustees of all the library boards be reimbursed.

David Rothschild suggested that when the Regional Board meets, the members of the outlying counties should be paid mileage for their trip to the meeting and back to their respective counties. The current mileage rate is .485 cents per mile. David Rothschild stated that this should apply only for outlying counties and not Muscogee County. Ms. Muller stated that the mileage reimbursement would be for outlying counties only.

Alice Budge moved to approve the reimbursement of these expenses to board members. Bobby Ledford seconded the motion. **The motion passed unanimously.** The policy will take effect January 2006.

Substitute/Floating Positions

Chair Dillard recognized Claudya Muller for information on the floating positions. Ms. Muller explained to the board the need for floating position rather than substitutes. Ms. Muller stated that the floating positions would be staff members who will be able to assist the county libraries on a permanent basis. She stated that the substitute positions cannot keep up with the policies and procedures of the libraries since they work such irregular schedules. By having the floating positions, the libraries that have only one person working in them would now not be alone in the building all of the time. Lyn Anderson

had prepared three different alternative models for the floating positions. Ms. Muller recommended Alternative 2 that would provide for a 19-hour position and a 30-hour position. Bobby Ledford asked if there was money in the budget for the two positions and Mr. Anderson responded that there was. David Rothschild moved to approve the two floating positions consisting of a 19-hour position and a 30-hour position. Alice Budge seconded the motion. **The motion passed unanimously.**

CHAIR REPORT

Chair Dillard expressed her appreciation to those involved in developing the library specific pay plan. She stated it was very disheartening to try to fill positions with qualified individuals when the pay is so low.

Chair Dillard asked Alice Budge to serve as chair of the nominating committee. The nominating committee will need to prepare a slate of officers to be presented at the January 2006 meeting. She also asked that Sivan Walker-Dixon and Tonya Douglass serve on the committee with Dr. Budge.

Chair Dillard asked Debbie McGreggor to provide her with an attendance list of the board members since the meeting in January 2005.

Discussion was held on how to make sure board members attend the quarterly meetings of the Regional Board since funding from the state is tied to having the quarterly meetings. Chair Dillard asked Debbie McGreggor to poll the board members to find out if meeting at 5:00 p.m. or 5:30 p.m. would be better for them rather than the current 7:00 p.m. meeting time.

OTHER

Alice Budge asked the status of the library specific pay plan. Ms. Muller reported that the Muscogee County Library Board will vote on it at their meeting on October 27, 2005 and then it will go to the Muscogee County Board of Education for their approval. Bobby Ledford reported that this would be a consent item on the agenda for the Muscogee County Board of Education.

David Rothschild emphasized the importance of having a script ready to defend the plan should questions arise from the public or the media.

Bobby Ledford moved to adjourn the meeting. Helene Watson seconded the motion. **The motion passed unanimously.**

