

Muscogee County Library Board Meeting
Thursday, December 5, 2013
Columbus Public Library

Minutes

MEMBERS ATTENDING

Meridith Jarrell	Rick Covington	Price Walker, Jr.
Frank Star	Lisa Goodwin	David Fox
Helene Watson	Owen Ditchfield	M. A. Dowdell

Ex-officios: Jeanne Swift, Library Foundation

MEMBERS EXCUSED

Michelle Griffin	Kent Illges	Lori Auten
Carleton Coleman	Marion Scott	

Ex-officios: David Lewis, MCSD
John Wells, MCSD
Shannon Smallman, MCSD

MEMBERS ABSENT

Ex-officio: Bunky Clark, Friends of Libraries

OTHERS ATTENDING

Alan Harkness, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGregor, Administrative Assistant to the Director
Tiffany Wilson, CVL Fund Development/Marketing Coordinator
Sharon Self, Muscogee County Friends of Libraries
Mark Rice, *Columbus Ledger-Enquirer Newspapers*

Chair Meridith Jarrell called the meeting to order at 1:02 p.m.

The Chair introduced the following new Board members who will begin their term on the Muscogee County Library Board effective January 1, 2014. They are: Mary Bode and Edie Evans. Len Williams will also begin his tenure on the Board in January but was out-of-town and unable to attend the meeting.

MINUTES

The Chair asked if there were any corrections to the minutes of the September 26, 2013 meeting. The following corrections were noted.

Library Foundation – Page 2: The date of the Gala should be January 25, 2014.

Kent Illges was not listed as attending the September 26, 2013 meeting and he was present.

Frank Star moved the minutes be approved as corrected. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

Owen Ditchfield asked that in the future the minutes differentiate between members excused and members absent from Board meetings.

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

Sharon Self reported that the Friends of Libraries have six new Board members and the Board is looking forward to a good year.

Ms. Self thanked Tiffany Wilson for her help in helping the Friends of Libraries participate in the Georgia Gives Day. Ms. Self stated the effort raised \$1,340 and plans are to participate again in 2014.

LIBRARY FOUNDATION

Jeanne Swift reported that the Foundation has hired a consulting firm to assist in the hiring of dedicated employee for fund raising for the Library Foundation. She stated they will be working on a feasibility study. She reported Foundation Board will have a retreat in January where they will be working on mission, goals and purpose of the Foundation.

TREASURER'S REPORT

Lyn Anderson presented the Treasurer's Report. He stated that there was nothing out of the ordinary for the period. Both revenue and expenses are on target. The Chair asked if the staff continues to watch expenses and they remain below budget for the year, will the savings roll into the reserve. Mr. Anderson stated that any savings will be automatically rolled over into the reserve at the end of the year. Frank Star moved to approve the Treasurer's Report. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The November and December Director's reports were distributed prior to the meeting.

Mr. Harkness informed the Board he had just returned from attending the Director's meeting in Savannah. He stated that two days of meetings were held to discuss future of the services of the library services for the blind and physically handicapped. The state is getting pressure from the Office of Planning and Budget as to how to run that service statewide more efficiently. Right now it is not clear how this will impact the service locally. Currently, CVL contracts with the state to provide services 11 counties beyond the four counties in the system. The system receives approximately \$89,000 from the state for that service. If that amount is going to change, the system needs to know as soon as possible.

Mr. Harkness informed the Board that Suzanne Barnes, head of CLASS in Columbus will be retiring the end of December. Mr. Harkness said he has a plan to get the system through the calendar year 2014. At some point, the state will notify the system of any grants they will give the system and what will need to be done. Mr. Harkness said that about 600 customers are serviced. Lisa Goodwin asked the Director if he had any idea of the timeframe when he might hear something from the state. Mr. Harkness stated that the Office of Planning and Budget is budgeting for the fiscal year 2015 but we do not know when we may hear from them.

The state library directors and a handful of the regents have a committee called the Regents Public Library Advisory Council (RPLAC). This committee was asked to formally approve the new funding formula for the state. The funding formula is changing for FY2015 and CVL will lose about \$20,000. The state asked RPLAC to formally approve the new formula, which they did in a vote of 5 to 3.

BRANCH REPORT

Gabriel Lundeen was out-of-town attending the Director's meeting in Savannah.

The computers, iPads, tablets, etc. that were purchased with the MR&R money have arrived. As soon as asset tags are received from the school district, the equipment will be distributed among the libraries. This was about \$46,000 in technology equipment.

Self-check systems are being looked at for updating system wide. Mr. Harkness said he is interested in getting security gates at the doors trying secure material. A couple of vendors are coming next week to talk about the various systems.

Currently, Mr. Lundeen is investigating the idea of an e-card so that children could have access to the library's e-resources without having to have a formal library card option.

Mr. Harkness stated that hours at all locations have been looked at regarding a change in closing days between SCPL and MLT. He said that the larger picture needs to be looked at in that all libraries need to be open 6 or 7 days a week and several nights a week. He said that at this point he is not prepared to start swapping days within the branches. Owen Ditchfield said even though

Friday is not a day of the week that the other branches are closed so it wouldn't affect them if SCPL was closed. Mr. Harkness said that continually changing hours of the branches is not a good idea. He said he is looking at the longer term picture in focusing on how to have all of the branches more hours.

UNFINISHED BUSINESS

1999 SPLOST Update – The Chair informed the Board that she has instructed Debbie McGregor to keep the 1999 SPLOST Update on the agenda under Unfinished Business until such time as a definitive answer on the reimbursement is received.

The Chair stated there is \$279,000 left of the SPLOST funds. All of the invoices have been paid, everything has been accounted and the money has been requested. Lisa Goodwin has been working with the Chair to get the issue resolved. The Chair reminded the Board that when the money is received, it has to be spent as indicated in the SPLOST which was to “build and equip” a public library. Therefore, it has to be for equipping the Columbus Public Library building.

Lisa Goodwin said that Pam Hodge (Finance Department) has been out of the office but should be back tomorrow and the Chair should be hearing from the City.

NEW BUSINESS – There was none.

BOARD EDUCATION

Tiffany Wilson updated the Board on several items. The Board had asked at its last meeting for more information on the Redbox “Outside the Box” program. A report was distributed to the Board and Ms. Wilson provided an oral summary of the status of the program.

Ms. Wilson reviewed the efforts provided by the Marketing Department to assist the Friends of Libraries participate in the Georgia Gives Day. She pointed out that the Muscogee County Library Foundation also received donations as a result of Georgia Gives.

Between the Lines newsletter was distributed to the Board. Ms. Wilson said the department is working to get the newsletter online as soon as possible. Once this is completed, Board members will receive the newsletter in their email.

Ms. Wilson announced that the new website has been launched and so far has been very successful. She said she hoped everyone has gone to the site and finds it easy to use.