

**Muscogee County Library Board Meeting
Thursday, February 28, 2008
Columbus Public Library**

Minutes

Members Attending

Bobsie Swift	Jay Alexander	Meridith Jarrell
Mimi Childs	M. A. Dowdell	Price Walker, Jr.
Frank Star	Jimmy Elder	Gary Griesheim
Barbara Kamensky		

Members Excused

Helene Watson	Lisa Goodwin	Rick Covington
Kelly Pridgen	Linda Harper	Patricia Hugley-Green
John Phillips	John Wells	

Others Attending

Claudya Muller, CVRLS Director
Lyn Anderson, CVRLS Chief Financial Officer
Gary Wortley, CVRLS Chief Operating Officer
LaShawn Wilson, CVRLS Integrated Library System Transition Facilitator – ILS Transition Facilitator
Newt Aaron, Newton Aaron & Associates
Debbie McGreggor, Administrative Assistant to the Director

Chair Swift called the meeting to order at 1:00 p.m. She asked if there were any corrections to the minutes of the January 24, 2008 meeting. Frank Star moved the minutes be approved as presented. M. A. Dowdell seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – The was none.

FRIENDS OF LIBRARIES

Gary Griesheim reported that the sales are going very well at the library store. He reported they achieved \$4,000 in sales for January. He also reported that they were able to give the library store manager a raise. He stated that the Friends approved a number of projects for the library:

1. \$5,000 for matching funds for the Big Read;
2. Funds for the staff In-Service Day held in February;
3. Funds for Red Clay, White Water and Blues program

He reported that various receptions held by the library. He asked the board members to continue their support of the Friends and the library store.

BOARD EDUCATION/ORGANIZATION

LaShawn Wilson, CVRLS Integrated Library System Transition Facilitator provided a review of what her department, Technical Services, does for the operation of the library. After her presentation, she answered questions from board members.

Chair Swift recognized new board member Barbara Kamensky and welcomed her to the board.

The Chair asked Newt Aaron to give his SPLOST update and an update on the Mildred L. Terry Construction Project. Mr. Aaron reported that everything is going well with the SPLOST. He stated that designs have been received on all items and everything is now in the pricing process. He showed the board a rendering for the Children's Reading Garden as designed by Larry French.

Mr. Aaron reported that the Mildred L. Terry Construction Project is in full design and are currently working on the construction design. He said a June groundbreaking is very possible.

TREASURER'S REPORT

Frank Star reported that the Period 7 Financials were distributed with the board packet and that both revenue and expenses are in line. He asked Lyn Anderson to discuss the financials with the board.

Lyn Anderson reported there were no significant changes to the financials for the period. He stated that 50% of time has elapsed and 50.1% of expenses have been expended and 52.2% of revenue had been received.

DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting in the board meeting packet. Ms. Muller added the following to her report. She gave the following update on the distribution of SPLOST funding:

1. All printers, laptops, and computers have been received. The equipment is in the process of being installed.
2. No furniture has been received.
3. Approximately 50% of the books have been received. All books for genealogy have been received.
4. Genealogy microfilm is on hold pending receipt of the storage cabinets. We've asked that we push the storage cabinets so BroDart can start releasing the microfilm.

Ms. Muller reported she had received a phone call from Representative Calvin Smyre informing her that the Mildred L. Terry Library Construction Project, which was 4th on the state construction list, was skipped for funding. She expressed disappointment and concern over this information. She said it was her understanding that even though the Governor has skipped this project in the selection process, it can still be changed and urged board members to express their concern to the delegation in Atlanta.

COMMITTEE REPORTS

Finance: Finance Committee Chair Frank Star brought three committee recommendations before the board.

1. Approval of AFLAC Grant in the amount of \$16,000 and the approval of disbursing the funds for Summer Reading Program. Meridith Jarrell seconded the recommendation. **The recommendation passed unanimously.**
2. Approval of the payment of \$15,127 to 3M Library Systems for the renewal of software licenses for 3M self checkout kiosks and registration system software and hardware for 3M Radio Frequency system at the North Columbus Branch Library and South Columbus Branch Library. Jay Alexander seconded the recommendation. **The recommendation passed unanimously.**
3. Approval of the Preliminary 2008/2009 budget. Lyn Anderson reviewed the budget with the board and answered questions. He reiterated that this is only a preliminary budget in order to get numbers to the school district for them to work within the whole budget. He stated that the firm budget will be presented to the board in May or June. Mimi Childs seconded the recommendation. **The recommendation passed unanimously.**

Operations: Meridith Jarrell presented the Operations report in the absence of committee chair, Helene Watson. She brought several committee recommendations to the board.

1. Policy Review – Ms. Jarrell asked that the committee recommendation that the changes to the following policies (copies distributed to the board in their meeting packets) be approved.
 - a. CIR1 – Library Cards
 - b. CIR8 – Damaged and Lost Materials
 - c. CIR9 – Fines
 - d. CUS2 – Customer Behavior
 - e. INF3 – Computer/Internet Use

Ms. Jarrell asked that Policies CIR1, CUS2 and INF3 be considered jointly since they are relative to each other. Mimi Childs moved to approve the recommendation. **The recommendation passed unanimously.**

CIR8 – Damaged and Lost Materials: Ms. Jarrell explained that this policy was being changed so that a “processing” fee could be charged for lost or damaged books in addition to the retail price of the item. The policy deleted the following statement, “Customers may replace materials with a new item that is the exact title, format, edition and binding as the missing or damaged item.” Ms. Muller explained that often when a customer replaces material by purchasing it from a bookstore, they do not get the correct edition, copy, etc. Jimmy Elder seconded the recommendation. **The recommendation passed unanimously.**

CIR9 – Fines: Ms. Jarrell stated that this policy was being changed to allow for the charge of \$5 for sending a second overdue notice. Mimi Childs asked if the

customers would be notified in their first overdue notice that if an additional notice is sent they will be charged the \$5 fee. Ms. Muller stated that they would. Mimi Childs moved to approve the recommendation. **The recommendation passed unanimously.**

2. Approval of payment in the amount of \$24,500 to hire a consultant (Gossage Sager Associates) to perform an executive search for the position of Chief of Public Services. In conjunction with this CVRLS also seeks approval in the amount of \$1,500 to be spent on reimbursement for potential candidates' travel expenses. Frank Star moved to approve the recommendation. **The recommendation passed unanimously.**
3. Supervisor of County Branches – This item was not voted on due to the loss of a quorum. It will be brought up at the next board meeting.

UNFINISHED BUSINESS – There was none.

NEW BUSINESS

- A. Director's Performance Review – Chair Swift stated that a Leadership Appraisal Form will be distributed to all Muscogee County Library Board Members, County Library Board Chairs and all CVRLS management direct reports to complete and return to her evaluating the performance of Director Claudya Muller. She stated that once she has received all of the forms, she will compile a report from them, review with Ms. Muller and send the completed evaluation to the school district. She informed the board that anyone who would like to see the report once she has completed it is welcomed to do so.

CHAIRMAN'S REPORT

Chair Swift urged all board members to contact the legislative delegation to express concern over the "skipping" of the Mildred L. Terry Branch Library Construction Grant in the Governor's budget. She stated that these funds are sorely needed for this project.

The Chair reported that she has registered for the PLA Conference in Minneapolis, Minnesota for March 25 – 29 but is not going to be able to attend. She asked that any board member interested in attending let her know so that they could transfer the registration. Ms. Muller informed the board that this is one of the best conferences for trustees to attend.

The next meeting of the Muscogee County Library Board will be on Thursday, March 27, 2008.

The meeting adjourned at 2:20 p.m.