

Muscogee County Library Board Meeting  
Thursday, June 26, 2008  
Columbus Public Library

Minutes

Members Attending

Jay Alexander	Kelly Pridgen
Mimi Childs	Bobsie Swift
Meridith Jarrell	Price Walker, Jr.
Barbara Kamensky	Helene Watson

Members Excused

Rick Covington	Gary Griesheim	Patricia Hugley-Green
M. A. Dowdell	Linda Harper	John Wells
Jimmy Elder	Frank Star	
Lisa Goodwin	John Phillips	

Others Attending

Claudya Muller, CVRLS Director  
Lyn Anderson, CVRLS Chief of Finance  
Debbie McGreggor, Administrative Assistant to the Director  
Newt Aaron, Newton Aaron & Associates  
Bob Myers, CVRLS Information Technology Manager

Chair Swift called the meeting to order at 1:00 p.m.

The Chair asked if there were any corrections to the minutes of the May 22, 2008 meeting. Claudya Muller stated the minutes had Rick Covington listed twice in the Members Attending section. Meridith Jarrell moved the minutes be approved as corrected. Jay Alexander seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

Chair Swift gave the report for the Friends in the absence of Gary Griesheim. The following report on the Friends was presented.

- The Friends donated \$25,000 to the Mildred L. Terry Branch Library Construction Fund.
- A book sale was held at the Library Store on June 21, 2008 and was very successful. The leftover books were purchased by Altrusa.

- New shelves have arrived and installed in the store.
- The store has library “polo” shirts for sale in many colors for \$12.00 each.
- The Friends of Libraries Board met and approved the following:
  - 50% increase in programming support (\$35,000 in total programming funds)
  - 15% increase in volunteering support (\$4,000 in funds)
  - Continue staff development/recognition support (\$5,000 in funds)

## BOARD EDUCATION/ORGANIZATION

Chair Swift introduced Bob Myers, CVRLS Information Technology Manager, to provide insight to the Board on the activities of the IT Department.

Mr. Myers provided statistical information to the Board, i.e. number of computers system-wide, computer usage, software maintenance, etc. He informed the Board that the IT Department not only maintains all of the computers but also the phone systems, fax machines, copiers, printers and any other electronic media used in the library system.

## TREASURER’S REPORT

Chair Swift recognized Lyn Anderson for the Treasurer’s Report. Mr. Anderson reported that both revenue and expenses are on target for the period.

Claudia Muller reported the cooling tower for the North Columbus Branch Library has been ordered. Mr. Anderson reported that it was more expensive than originally thought. The unit will cost \$89,000 compared to a budgeted figure of \$68,000. Mr. Anderson stated that the additional funds would be covered by the contingency reserve.

The Chair read a letter to the Board that was from Nate Rall, Construction Manager with Georgia Public Library Service, stating the process for receiving the \$500,000 for the Mildred L. Terry Branch Library construction project from the State. The letter stated Ms. Muller would be kept up-to-date as the process proceeds.

## DIRECTOR’S REPORT

Chair Swift stated that the Director’s Report was sent to members in their packet and asked if they had any questions or if Ms. Muller had anything to add to the report.

Ms. Muller reported that John Lyles, Head of Genealogy, has been asked to make a presentation to the Mid-Atlantic Digital Media Conference on July 9, 2008. His presentation will be about local history online.

## COMMITTEE REPORTS

The Chair asked for a motion that the agenda be amended to reflect the order of Committee Reports be changed to allow the Facilities Committee to report first. Jay

Alexander so moved. Helene Watson seconded the motion. **The motion passed unanimously.**

## FACILITIES

CPL Needs List Update -- Newt Aaron presented an update to the Board reviewing all items that were on the CPL Needs List. Most items have been completed or are near completion. Mr. Aaron stated he could not give a concrete figure but that they would come in under budget.

Mimi Childs asked if some work could be completed on the front landscape in preparation for the work to be done on the Firestone corner. She stated that the Foundation would like plaques indicating the original members of the library committee from 1881.

Mr. Aaron informed the Board that there is still some work that will have to be done to the Firestone corner, i.e. removal of the driveway, several concrete supports need to be removed, etc. Chair Bobsie Swift stated that it was her understanding that the lot was to be “site ready” when it was turned over by the city. Mr. Aaron suggested that the Board may want to have the city come out and look at the area.

Mildred L. Terry Design and Pricing Update – Mr. Aaron reported that the groundbreaking for the new facility was wonderful. He stated the construction team is finalizing numbers and should be completed soon. He reported that funds available (including the \$2 million reserve transfer) for the project is approximately \$5.5 million.

Mr. Aaron reported that through the efforts of Bobsie Swift and Claudya Muller, the school board voted to allow the project to use the following in purchasing for the project:

1. State Contract list
2. Competitive Bidding
3. Purchasing through the Construction Manager

Mr. Aaron stated that by allowing these purchasing processes it would get the selected items at the best price and will result in a more effective project.

## OPERATIONS

The Chair recognized Helene Watson, Operations Committee Chair. Ms. Watson brought the following committee recommendations to the Board.

CIR8 Damaged and Lost Materials – Proposed revision would add the words “and equipment” so that not only reading materials, DVDs, videos, etc. would be

covered but so that equipment such as laptops would also be covered. **The Board unanimously approved the recommendation.**

CIR9 Fines – The Committee recommended including a fine for overdue laptops and state park passes and increased the maximum fine levied to \$10.00 on a book, CD, DVD or video. **The Board unanimously approved the recommendation.**

Staff Appreciation -- Committee recommended that the library close three hours early for a staff picnic on a Saturday in the Fall to show appreciation to the library staff for their hard work.

Meridith Jarrell asked if Board members would be allowed to participate. Ms. Muller stated that the Friends of Libraries is funding the event and due to limited funds, staff that bring guests will have to pay for the guests. She stated that she felt Board members would be welcomed but would need to pay the charge as a guest.

**The Board unanimously approved the committee recommendation.**

## BYLAWS

Barbara Kamensky reported that this would be the first reading of the proposed changes to the Bylaws and that the changes would be voted on at the September Board meeting. The proposed change is:

Article II Board Membership, Section 5 as follows:

Voting trustees are required to attend a minimum of ~~six (6)~~ **50% of** the meetings in a calendar year and may not miss ~~three (3)~~ **two (2)** consecutive **unexcused** meetings.

Chair Swift asked if another proposed change could be added at this time. Kelly Pridgen moved to allow the proposed change. Jay Alexander seconded the motion. **The motion passed unanimously.** The proposed change is:

Article V Committees, Section 6 as follows:

The Executive Committee of the Library Board shall consist of all duly elected officers of the Library Board ~~as well as all duly appointed committee chairman.~~

## NOMINATING

Chair Swift reported that the Executive Committee, which is the Nominating Committee, met prior to the Board meeting to discuss proposed candidates for the Library Board. The Chair stated that it was the consensus of the group that a pool

be developed of potential library board candidates. She stated she had received a good list a names to begin the pool but others needed to be added for consideration. She asked the members of the Board that sent her names to please contact the individuals and explain that a resume is required by the school district for consideration of any candidate. She stated that they should also be informed that it could be anywhere from 3 to 5 years before they may be called upon to serve. Ms. Swift stated that it would be beneficial to have the resumes on file so that when a vacancy does become available, the necessary paperwork is in hand and only contacting the individual to see if they are still interested in serving would be required.

The Chair stated the committee will meet again in September to look at a slate of officers for 2009 and new members.

NEW BUSINESS – There was none.

#### CHAIRMAN'S REPORT

The Chair asked if there was anything else to come before the Board. Claudya Muller stated that the GLA Conference will be in October at Jekyll Island. She said that there are funds available for trustees to attend the conference. She informed the Board that two staff members from the Columbus Public Library will be making presentations at this conference as part of their completion of PINNACLE. Ms. Muller encouraged trustees to attend to support these individuals.

The meeting adjourned at 2:07 p.m. The next meeting of the Muscogee County Library Board will be September 25, 2008.