

Muscogee County Library Board Meeting
Thursday, April 23, 2009
CB&T/Synovus Room
Columbus Public Library

Minutes

Members Attending

Kelly Pridgen	Frank Star
Gary Griesheim	Jimmy Elder
Barbara Mack	Barbara Kamensky
Price Walker, Jr.	Bobsie Swift
Lisa Goodwin	

Members Excused

Mimi Childs	Clark Gillett, Jr.
Rick Covington	M. A. Dowdell

Others Attending

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Robin Shader, CVL Chief of Public Service

Chair Kelly Pridgen called the meeting to order at 1:03 p.m.

The Chair asked if there were any corrections to the minutes of the March 26, 2009 meeting. Lisa Goodwin moved the minutes be approved as printed. Frank Star seconded the motion.

The motion passed unanimously.

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

Gary Griesheim distributed a copy of a PowerPoint presentation the Friends of Libraries will begin using at various civic organizations to promote the Friends and encourage membership. He thanked members of the CVL staff, especially Linda Hyles, for their assistance in developing the presentation.

Mr. Griesheim reported the Friends are planning another book sale on July 17th and 18th. He asked that anyone that has books they would like to donate to please do so. He said the book sale the Friends had in February made approximately \$5,000.

Mr. Griesheim stated the Friends will soon be developing their budget for next year and have asked the library staff to provide them with information on funding they may need. The budget will be finalized in July.

He reported the Friends are working with Gary Wortley on storage space on the second floor. Claudya Muller reported this move is being held up because in order to free up the space, the talking books will be moved to Atlanta and that has not happened yet.

Chair Pridgen asked if the Friends had been approached about the Born Learning Trail as discussed at last month's meeting. Ms. Muller stated she had met with Alice Budge and Dr. Budge is interested in the trail.

TREASURER'S REPORT

Lyn Anderson provided the Treasurer's Report. He pointed out that \$255,098 has been received from the Library Foundation. He reported that the library is slightly ahead of budget in revenue. Expenses are slightly under budget for the period. Frank Star moved to approve the Treasurer's Report. Gary Griesheim seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting. Ms. Muller added to her report by stating that Robin Shader has developed a program called CVL Leads! This is a 2-year program for 3 to 5 employees to train them into potential branch managers, directors, etc. It will help them grow their skills and develop leaders from within CVL.

Ms. Muller reported that 4 RFPs for the café have been received. Gary Wortley and his committee are evaluating the RFPs and will have a decision next month. She stated that staff has requested that a vending machine be put in the staff lounge. In order not to take away from the café, the café will be responsible for the vending machine and all revenues will go to the café.

Ms. Muller reported WebJunction classes are now available to all CVL staff. WebJunction is a national group that provides online training. Georgia Public Library Service has contracted with WebJunction so it is available to all Georgia library staff free. Chair Pridgen asked if this was library focused and Ms. Muller stated it was.

Ms. Muller reported she had received a phone call from the person responsible for the Small and Rural Libraries conference to be held in Gatlinburg, Tennessee in September. He had read about CVL's virtual librarian position and what the library plans to do. He stated that CVL has the right plan and he would like for CVL to do a program at the conference in September. Robin Shader and the new virtual librarian will attend and present the program.

Ms. Muller emphasized that this is the third national conference where CVL staff members have been asked to make presentations. The Board commended the staff.

UNFINISHED BUSINESS

Dr. Star asked if the parking at the North Columbus Branch Library had been resolved. Ms. Muller stated that it had.

COMMITTEE REPORTS

Finance – The Finance Committee brought forth three committee recommendations.

Commercial Lawn Service Maintenance Contract Renewal: This is to continue the contract through the end of the year. An RFP will be issued in the Fall 2009 in order to have one contractor perform the maintenance at all locations. **The recommendation was approved unanimously.**

AFLAC Donation of \$16,000 – This donation is to be used for the AFLAC Vacation Reading Program. AFLAC has agreed to provide this funding for the next three years. It was the committee's recommendation that the funds be accepted. **The recommendation was approved unanimously.**

John S. and James L. Knight Foundation Donation of \$15,000 – The committee recommended the acceptance of this donation. The funds will be used to install Wi-Fi service to all county branches (Marion, Cusseta-Chattahoochee and Stewart). **The recommendation was approved unanimously.**

NEA Big Read Grant 2010 for \$20,000 – This item was for informational purposes only. The committee wanted to make the Board aware that the NEA Big Read Grant has been awarded to CVL for the third year in a row.

Operations – The Operations Committee brought forth two recommendations.

Meeting Rooms – After Hours Use: Jimmy Elder asked Ms. Muller to address this recommendation. Ms. Muller stated that after discussion during the Operations Committee meeting, it was decided that this policy should not be acted on at this time. She stated that Robin Shader and the branch managers are still working on the reduced hours schedule. Ms. Muller said that she has been notified by school board members that they are receiving negative calls from their constituents about the proposed change in library hours. The revised reduced hours will be brought to the Board in May.

Library Garden Use – This is a new policy due to the two new enclosed gardens (Children's Garden at CPL and Garden at MLT). Ms. Muller stated that since these areas are walled with limited access, the staff feels these areas need to come under the same controls as meeting rooms and that they are only available for library specific activities. **The recommendation passed unanimously.**

Bobsie Swift moved to change the policy name from Library Garden Use to Library Limited Access Garden Use. Barbara Kamensky seconded the motion. **The motion passed unanimously.**

NEW BUSINESS

Board Summer Schedule – Claudya Muller stated that for the past two years, the Library Board has voted to not meet for some of the summer months. In 2008, the Board did not meet in July or August. She asked if the Library Board intended to do this again this year. Lisa Goodwin moved to not hold Library Board meetings in July and August 2009. Bobsie Swift seconded the motion. **The motion passed unanimously.**

Combined November/December Meeting -- Claudya Muller explained that the Board normally combines its November and December meetings due to the holidays and generally have a combined meeting during the first week of December which will be December 3, 2009. Frank Star moved to combine the November/December meetings and hold the combined meeting on December 3, 2009. Jimmy Elder seconded the motion. **The motion passed unanimously.**

CHAIR'S REPORT

Chair Pridgen distributed a list of the Muscogee County School Board members and asked each board member to initial by those members' names that they have an affiliation with so that when library related issues arise, members can discuss the issues with school board members.

The Chair stated she felt it was important to maintain an open line of communication with the school board and that this would help in that effort.

Ms. Muller distributed a list of for-profit companies that use the meeting rooms at the libraries. The Operations Committee discussed sending letters to these companies requesting donations to the Library Foundation. Frank Star moved to approve Ms. Muller and Linda Hyles drafting letters to be sent to potential donors. Barbara Kamensky seconded the motion. **The motion passed unanimously.**

Bobsie Swift stated that she did not think one of these letters should be sent to AFLAC because of the contributions they have already made to the library. Jimmy Elder stated that she was correct. Ms. Muller stated that they had already decided that AFLAC, TSYS nor Synovus would be approached because of the funding they had already contributed. Kelly Pridgen also advised to be sure that any future donations by these companies is not jeopardized by the letters.

The next meeting of the Muscogee County Library Board will be on Thursday, May 28, 2009.

The meeting adjourned at 1:51 p.m.