

Chattahoochee Valley Regional Library System Board Meeting
Thursday, April 20, 2006
Columbus Public Library

Minutes

Members Attending

Helen Spires	Bobby Ledford
Alice Budge	Teresa Nelson
Tonya Douglass	David Rothschild II
Abbie Dillard	Sivan Walker-Dixon

Members Excused

John Wells	Helene Watson
Murray Solomon	Pat Hugley-Green

Others Attending

Lyn Anderson, CVRLS Finance Manager
Claudya Muller, CVRLS Director
Donna Osborne, CVRLS Deputy Director
Wanda Edwards, CVRLS Community Relations Librarian
Suzanne Barnes, CVRLS Outreach Coordinator
Debbie McGreggor, Administrative Assistant to the Director

Chair Abbie Dillard called the meeting to order at 5:30 p.m.

The Chair asked if there were any corrections to the minutes of the January 19, 2006 meeting. Alice Budge asked that the Friends of Libraries be added to show they would fund the Staff Awards and Recognition Proposal presented by Wanda Edwards (page one, last paragraph). Teresa Nelson said a correction needed to be made on the second page, sixth paragraph, the sheriff's office is in Lumpkin not Richland. The minutes were approved as corrected.

The Chair recognized Lyn Anderson for the Treasurer's Report. Mr. Anderson reviewed both the revenue and expenses and reported that both are in line and on target. He noted that on the revenue side Marion County is shown as a commitment of \$13,760. He said the actual figure committed to was \$9,050. The reason for the difference is the higher figure had to be used prior to the commitment being received due to the timing of the approval process.

Alice Budge moved to approve the Treasurer's Report. David Rothschild II seconded the motion. **The motion passed unanimously.**

The Chair recognized Claudya Muller for the Director's Report.

David Rothschild II asked about the Springer Opera House mentioned in the Director's Report. Ms. Muller reported that the library is working with the Springer Opera House to catalog their materials. She stated that as much of the material as possible is being digitized and the rest will be cataloged. She said this project would take 3 to 4 years to complete.

Alice Budge asked about the lapse time in obtaining new materials. Donna Osborne reported that when they began looking at video purchases, there were several options to choose from and they found that using a purchasing plan would prove to be the best avenue.

Bobby Ledford asked who was doing the digitizing. Ms. Muller reported that John Lyles was performing the work. Mr. Ledford asked if the library would be looking at opportunities in the counties. Ms. Muller stated it would be system-wide but that the Springer project is a major undertaking with a minimum of 3 years to complete.

The Chair recognized Suzanne Barnes for the Outreach Coordinator's Report. Ms. Barnes asked if there were any questions since the report went out in the board packet.

Sivan Walker-Dixon expressed her appreciation to Suzanne Barnes and Claudya Muller for meeting with the county entities responsible for funding of the county libraries.

Alice Budge asked if the situation in Lumpkin had improved. Teresa Nelson reported that it had improved. Claudya Muller reported that the Lumpkin Public Library façade has been completely redone.

UNFINISHED BUSINESS

Review of Operating Policies and Personnel Policies

The Chair requested that the following policies be approved since there were no changes to them.

- MNG5 Seasonal Exhibits and Displays
- MNG7 Inclement Weather and Closing
- PERS1 Professional Development Opportunities
- PERS3 Conference Attendance - Staff
- PERS4 Professional Association Memberships
- PERS5 Conference Attendance – Board
- PERS6 Outside Employment
- PERS7 Gifts and Honoraria

David Rothschild II requested that PERS6 Outside Employment be removed from the list so that further discussion could be held. Bobby Ledford moved to approve the policies with the exception of PERS6 Outside Employment. David Rothschild II seconded the motion. **The motion passed unanimously.**

A review was then held on the remaining policies. Ms. Muller explained that there were no changes to the policies themselves that the changes were to make the policies easier to read and understand.

MNG1 Confidentiality of Library Records – Claudya Muller suggested leaving “his/her” as it was and not changing it. Bobby Ledford moved to approve the changes as presented. Helen Spires seconded the motion. **The motion passed unanimously.**

MNG3 Reconsideration of Materials – Alice Budge asked who is on the committee to reconsider materials. Ms. Muller stated that the committee changes depending on the material being reconsidered, i.e. children’s material would be someone from the Children’s Department; teen material would be someone from Young Adults, etc. David Rothschild II stated that he felt the local library boards should have authority over their materials. The Chair explained that since the Regional Board is the legal entity, it would still have to come before the Regional Board. David Rothschild moved to add, “local library board and ultimately to the” in the third paragraph, last sentence and approve the policy as amended. Teresa Nelson seconded the motion. **The motion passed.** Bobby Ledford voted against the motion.

MNG4 Facilities Use – Bobby Ledford asked how many of the counties allow use of their facilities for meetings by political organizations. Teresa Nelson stated a political group had never asked them. Mr. Ledford asked if other groups used their facilities for meetings. Teresa Nelson said that there were groups using the meeting room. Mr. Ledford said he did not feel the library could discriminate against certain groups from using the facilities for meetings. Ms. Muller stated that the issue is not a group holding a meeting but using the meeting for fundraising. Alice Budge stated that it did not seem right since the library is attempting to do partnerships within the community. The Chair stated that it might be best to refer the policy back to the Muscogee County Operations Committee for further review and clarification. David Rothschild II moved to refer the policy back to the Muscogee County Operations Committee for further review and clarification. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

MNG6 Alcoholic Beverages – After discussion, the last line in the first paragraph was changed to read, “After normal library operating hours for special events only, wine and other alcoholic beverages, along with non-alcoholic drinks may be served.” David Rothschild II moved to approve the policy. Alice Budge seconded the motion. **The motion passed.** David Rothschild II and Bobby Ledford voted against the change.

MNG8 Exhibits and Displays – Claudya Muller stated that in the last line of paragraph four, the period should come after (MNG4). Sivan Walker-Dixon moved to approve the policy as corrected. Teresa Nelson seconded the motion. **The motion passed unanimously.**

PERS2 Tuition Reimbursement – Claudya Muller suggested deleting the suggested wording “of six months” in the first paragraph, second sentence. David Rothschild II asked how much is budgeted for tuition reimbursement. Claudya Muller reported that \$56,000 was budgeted for staff development in the current fiscal year and \$45,000 was in the budget for FY2006/2007. This is all for continuing education. So far no one has asked for tuition reimbursement. Teresa

Nelson moved to approve the policy as corrected. Helen Spires seconded the motion. **The motion passed unanimously.**

PERS6 Outside Employment – David Rothschild II asked if this policy applied to everyone. Ms. Muller said that it did. Mr. Rothschild voiced concern that professional staff would be allowed to have outside employment. Ms. Muller suggested that the issue of professional staff having outside employment could be addressed in the procedures for this policy by stating that professional staff members must consult the director prior to accepting outside employment. Bobby Ledford moved to approve the policy as presented. Teresa Nelson seconded the motion. **The motion passed.** David Rothschild II voted against the motion.

PERS8 Access to Employment File Information – Claudya Muller suggested the following change to the sentence “Muscogee County School District Human Resources and Payroll & Benefits Departments,…” She also recommended that the word “individual” not be deleted but remain in the sentence. Helen Spires moved to approve the policy as amended. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

The Chair recognized Claudya Muller for an update on the Business Resource Center. Ms. Muller reported that progress is being made. She stated that 360° evaluations on supervisors and administrative staff have been completed and the Business Resource Center is now compiling the information. She said the focus groups have been meeting for several months.

The Chair recognized Claudya Muller for a progress report on the County Funding project. Ms. Muller reported that she and Suzanne Barnes have been meeting with the Boards of Education, County Commissioners and City Councils in the outlying counties in an effort to promote additional financial support of the libraries. Ms. Muller said that they are approximately half way through with the meetings and have had very positive results. The Chair reported that due to the incorporation of the City of Cusseta and Chattahoochee County consolidating, the Establishing Agreement between the funding authorities and library system had to be renegotiated.

The Chair recognized Claudya Muller to update the Board on the Strategic Planning Project. Ms. Muller reported that the first meeting of the Planning Committee was useful and effective. Stoney Patterson, Mayor McClendon and C. P. Redding serve on the Planning Committee representing the outlying counties. Ms. Muller stated that 11 focus groups would meet next week. Ms. Muller said that a focus group would be held on Monday, May 1, 2006 at 6:30 p.m. in Richland so that the general public in the outlying counties can participate. Once the focus groups have all met, the information will be taken back to the Planning Committee. The committee will compile the results and present them to the Chattahoochee Valley Regional Library System Board and local library boards.

NEW BUSINESS

Library Closings – The Board reviewed the calendar of library closing dates for 2006/2007. Ms. Muller said that the date of February 19, 2007 should be added to the calendar, as this is the annual In-Service Day for staff development. Mr. Rothschild II voiced concern over the

weekend closings for Independence Day and Memorial Day. Ms. Muller said that these days were suggested because of the extremely low volume of patrons that visit the library on these holiday weekends. She said it is more cost effective to close the library. Bobby Ledford moved to approve the corrected library closing schedule for 2006/2007. Helen Spires seconded the motion. **The motion passed.** David Rothschild II voted against the motion.

The Chair recognized Lyn Anderson to review the 2006/2007 Draft Budget. Mr. Anderson reviewed both revenue and expenses with the Board. Bobby Ledford asked Mr. Anderson to more clearly identify the Foundation as the Muscogee County Library Foundation. Tonya Douglass voiced concern over the decrease in the reserve fund.

Bad Check Policy – Ms. Muller stated that information on the bad check policy and procedures used by the Muscogee County School District was included in the board packets. She asked the members to review the information and go back to their respective counties and discuss what policies or procedures are already in force or if they need to develop their own policy. The Chair stated that the Cusseta-Chattahoochee County Public Library has faced the situation of a bad check and urged members to review their own policies.

CHAIR'S REPORT

The Chair said that her report was distributed with the Board packet but that she did have one item to add. She said that she had delivered a grant application to Sumter Electric. The grant application, if approved, would allow the Cusseta-Chattahoochee County Library to make the doors handicap accessible. She said the grant would not pay the total cost and that the consolidated government would be requested to pay the balance. She said she hoped to hear something on the grant early next week.

The next meeting will be held on Thursday, July 20, 2006.

David Rothschild II moved to adjourn the meeting. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

The meeting adjourned at 7:00 p.m.