

CHATTAHOOCHEE VALLEY REGIONAL LIBRARY BOARD
Thursday, July 19, 2007
Columbus Public Library

Minutes

Members Attending

Abbie Dillard	Teresa Nelson
Sivan Walker-Dixon	Meridith Jarrell
Alice Budge	

Members Excused

Helene Watson	Carvel Lewis
Murray Solomon	

Others Attending

Claudya Muller, CVRLS Director
Lyn Anderson, CVRLS Finance Manager
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 April 19, 2007 meeting. Teresa Nelson moved the minutes be approved as presented. Alice Budge seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT

There was none.

TREASURER'S REPORT

Lyn Anderson distributed the Treasurer's Report to the Board. He reported that there were no changes to the report since the last meeting because he has not received the year-end numbers yet.

Mr. Anderson informed the Board he would like to have all county year-end reports by the first week in August. Chair Dillard asked if the authorities had a form or format they are to follow. Mr. Anderson stated that there is a form that is filled out and submitted. Discussion was held as to whether Suzanne Barnes had completed the forms for Cusseta-Chattahoochee County in the past because they had sent their information directly to her.

Sivan Walker-Dixon moved to approve the Treasurer's Report. Meridith Jarrell seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

Claudya Muller reported she had received a phone call from Mary Lawler requesting donations of used books. Ms. Lawler stated that the books would be sent to the troops in Iraq. Ms. Muller informed Ms. Lawler that the library could not give away weeded books because they are the property of the Muscogee County School District. She told Ms. Lawler she would speak with the Friends of Libraries President, Alice Budge, and see if the Friends had a surplus of books they would be willing to donate.

Alice Budge reported she had spoken with Ms. Lawler and the Friends will be donating books for the troops. Ms. Muller encouraged the counties to donate books if possible.

Claudya Muller reported that the Marion County Library Board will be hosting a "Thank You" reception for the funding authorities in Marion County. She said the reception will be a way for the Library Board to show the resources available through the Marion County Public Library and give a better insight as to the programs and services provided by the library for the community. Ms. Muller stated she would like to see the other counties follow suit with similar receptions in their communities. She stated that the state legislators should also be invited to these events because of the support received from them.

Abbie Dillard said that thanks to the legislators GALILEO is available in the libraries. Claudya Muller added that state funding also paid for the data lines in the libraries as well as Books for Bucks.

Ms. Muller reported that Lyn Anderson has been tracking sick leave and that progress is being made in this area. She stated that compared to last year, sick leave is down from 124 hours to 107-hour average per staff member.

OUTREACH COORDINATOR'S REPORT

There were no questions.

UNFINISHED BUSINESS

A. Regional Board Vacancies

The vacancy for the Quitman County Library Board has been filled by Carvel Lewis.

Alice Budge asked if the Muscogee County Library Board had appointed a member to the Regional Board to replace David Rothschild, II. Claudya Muller reported that Bobsie Swift will appoint a member at the Muscogee County Library Board's August meeting.

B. County Optional Services

Color Printing – With the absence of Suzanne Barnes, the Chair tabled this topic until the next Board meeting.

NEW BUSINESS

A. Bylaws Revision – The following revisions to the Regional Board Bylaws were proposed.

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The Chattahoochee Valley Regional Library Board is **comprised of nine (9) members: five (5) members from the Muscogee County Library Board**, one (1) member from the Chattahoochee County Library Board, one (1) member from the Marion County Library Board, one (1) member from the Quitman County Library Board and one (1) member from the Stewart County Library Board.

ARTICLE IV. MEETINGS

Section 8. A **majority** of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

Alice Budge moved to approve the bylaws as amended. Teresa Nelson seconded the motion. **The motion passed unanimously.**

B. Personnel Policies

1. PERS 20 Transition (240 days to 260 days)
2. PERS 21 Employee Termination of Employment
3. PERS 22 Emergency Closing Compensation
4. PERS 23 Transportation Reimbursement
5. PERS 24 Electronic Communications Policy
6. PERS 25 Board Member Expense Reimbursement

C. Operating Policies

1. INF-1 Priorities for Reference Work
2. INF-2 Interlibrary Loan Policy
3. INF-3 Computer/Internet Use
4. INF-4 Electronic Communications Policy
5. INF-5 Guest Computer Use Cards
6. GSV-1 Volunteer Policy
7. GSV-2 Volunteer Background Check Policy
8. GSV-3 Programs
9. GSV-4 Tours

10. GSV-5 Film Showings

Meridith Jarrell moved to reaffirm all policies, Personnel and Operating, in one vote since there were no changes to the policies. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

D. Change in Meeting Date – Claudya Muller reported that the GLA Conference to be held in Jekyll Island, Georgia is in direct conflict with the next regular Regional Library Board meeting. She requested that the meeting date be changed from October 18, 2007 to October 11, 2007. Teresa Nelson moved to approve the meeting date change. Meridith Jarrell seconded the motion. **The motion passed unanimously.**

Ms. Muller encouraged trustees to attend the conference if at all possible. She stated that there is funding available to the trustees to pay for registration, travel, hotel and meals for the conference. She said that those interested in attending should contact Lyn Anderson for conference registration. She said trustees would be reimbursed for travel, hotel and meals.

CHAIR'S REPORT

Chair Dillard reported that in her Chair's Report she had stated that the County Commission budget had been approved. She said that this was incorrect because the county must hold three public forums regarding the millage rate and that one more meeting has to be held. Once the meetings have been conducted, the County Commission will vote on the budget. She said she did not foresee any changes from the current projected budget.

COUNTY LIBRARY TRUSTEE REPORTS

Stewart County – Teresa Nelson reported the libraries have been busy with the AFLAC Vacation Reading Program that is currently wrapping up for the summer.

Muscogee County – Meridith Jarrell reported that Muscogee County is happy that the ongoing situation regarding the main library construction project has finally come to fruition.

Alice Budge reported that the Muscogee County Friends of Libraries helped supply a puppet stage for the Children's Department to use and have donated \$5,000 to The Big Read. She stated that the Kellogg Foundation will match the Friends \$5,000 contribution. She reported that the Friends have hired a part-time person to manage the book store located at the Columbus Public Library.

