

**Chattahoochee Valley Regional Library Board**  
**Thursday, July 20, 2006**  
**Columbus Public Library**

Minutes

Members Attending

Abbie Dillard	Murray Solomon	David Rothschild
Teresa Nelson	Alice Budge	Sivan Walker-Dixon
Pat Hugley-Green	Helene Watson	

Members Excused

Bobby Ledford	John Wells	Tonya Douglass
Helen Spires		

Others Attending

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

Chair Abbie Dillard called the meeting to order at 5:45 p.m.

Chair Dillard asked if there were any corrections to the minutes of the April 20, 2006 meeting. There were none. Sivan Walker-Dixon moved to approve the minutes of the April 20, 2006 meeting as presented. Murray Solomon seconded the motion. **The motion passed unanimously.**

There was no public comment.

Treasurer's Report – Lyn Anderson reported on the finances of the system. He stated that all county pledges had been received for the year ending June 30, 2006. Murray Solomon moved to accept the Treasurer's Report. Alice Budge seconded the motion. **The motion passed unanimously.**

Director's Report – Claudya Muller said she had one item to add to her report. The state has recalculated the system's population and the population level for the system has increased. Ms. Muller said that this would mean an increase in funds from the state. She stated she did not know exactly how much the increase would be.

Alice Budge asked if the military personnel are included in the figure. Abbie Dillard stated that those living off post in civilian housing are counted but those residing on post are not.

Alice Budge asked if the Vacation Reading Program numbers were included in the Director's Report. Ms. Muller stated they were not because the program has not yet ended. She stated a report would be made at the next meeting of the Board.

Outreach Coordinator's Report – Suzanne Barnes distributed a handout showing the current status of the funding for CVRLS. The handout showed the funding for FY2005/2006 and the increase in funding from the various county entities for FY2006/2007. Ms. Barnes explained that these increases resulted from visits that Abbie Dillard, Claudya Muller and herself made to the various entities requesting additional funding.

## UNFINISHED BUSINESS

Policies – Chair Dillard stated she would like to approve the policies in groups: those with no changes; those with typographical errors only; and those with content change. The group of policies with no changes after being reviewed were:

- PERS9 Employee References
- PERS10 Personnel Recruitment
- PERS11 Position Authorization
- PERS12 Applications
- PERS13 Internships
- PERS14 Interview and Selection
- PERS15 Initial Employment Information File Information
- CUS4 Staff Room Use
- CIR1 Library Cards
- CIR2 Loan Periods
- CIR8 Damaged and Lost Materials

Teresa Nelson moved to approved these policies as they stand. Murray Solomon seconded the motion. **The motion passed unanimously.**

The following policies contained typographical errors but no change to content.

- PERS16 Promotions
- CUS1 Customer Service Policy
- CIR6 Claimed Fine Paid and Claimed Returned
- CIR9 Fines

Murray Solomon moved to approve the policies as corrected. Helene Watson seconded the motion. **The motion passed unanimously.**

The following policies were reviewed for content change.

## CUS2 Customer Behavior

Change: First bullet point section, first bullet, change six (6) to eight (8)

Ms. Muller stated that she was concerned about children not being allowed in the library just because they don't have an adult with them. She said that the managers assured her they would use their judgment to make exceptions when necessary.

David Rothschild asked how the staff will know how old the child is. Donna Osborne stated that the staff will have to ask the child. David Rothschild stated he felt it would be best to leave it up to the discretion of the library managers. Mr. Rothschild asked what other libraries do. Ms. Osborne said there are some libraries with varying age limits. She gave Macon as an example because their policy is the child must be 12 years old.

Murray Solomon moved to approve the age change in the policy. Helene Watson seconded the motion. **The motion passed unanimously.**

Change: Second bullet point section, 3<sup>rd</sup> bullet point:

Insert the word *a* between in and state

Delete the word *or* after the word profane

Pat Hugley-Green moved to approve the grammatical corrections. Murray Solomon seconded the motion. **The motion passed unanimously.**

## CUS3 Safe Child Policy

Change: Paragraph 3 Change conductive to conducive

Pat Hugley-Green moved to approve the change. Murray Solomon seconded the motion. **The motion passed unanimously.**

Abbie Dillard suggested that the statement in Policy CUS2, "Children under the age of eight (8) must be accompanied by an adult." might also apply to this policy. Murray Solomon moved to add the wording from Policy CUS2 to Policy CUS3 and make it the last sentence in paragraph 4. Helene Watson seconded the motion. **The motion passed unanimously.**

## CIR3 Renewal of Materials

Change: Delete "with the exception of" in the first sentence and replace with "except videos (VHS, DVD) that have one renewal."

Change: 2<sup>nd</sup> sentence: Delete the word "which"

Pat Hugley Green moved to approve the policy changes. Murray Solomon seconded the motion. **The motion passed unanimously.**

#### CIR4 Holds

3<sup>rd</sup> sentence: Delete “IPAC ” and insert “online cataloging”

Teresa Nelson moved to approve the change. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

#### CIR5 Blocks

1<sup>st</sup> sentence: Insert the word “The” at the beginning of the sentence

2<sup>nd</sup> sentence: Insert “fees or overdue materials” after the word “fines,”

2<sup>nd</sup> sentence: Delete “,or materials are not returned”

Alice Budge moved to approve the changes. Murray Solomon seconded the motion. **The motion passed unanimously.**

#### CIR10 Smart Card Use

Paragraphs 1 and 2: Change \$25.00 to \$10.00

Paragraph 2, 2<sup>nd</sup> sentence: Delete the word “sign” and insert “is signed” at the end of the sentence

Murray Solomon moved to approve the policy changes. Pat Hugley-Green seconded the motion. **The motion passed unanimously.**

#### CIR11 Student Library Cards

1<sup>st</sup> sentence: Delete the word “a” and insert the word “schools” after the word “attending”

Pat Hugley-Green moved to approve the policy changes. Murray Solomon seconded the motion. **The motion passed unanimously.**

Strategic Planning – Ms. Muller reported that the library staff had attended two days of training. The training will allow staff to develop a list of activities to support the objectives of the strategic planning process.

Business Resource Center Project Report – The Core Group has changed their name to the CVRLS Advisory Council. They have met with representatives of the focus groups. Charmette Kendrick-Kuhn and Keith Hedger are co-chairs.

## NEW BUSINESS

State Paid Conversion – Ms. Muller explained that it is a requirement of the Georgia Public Library Service that the status of converted positions be reported. This form is to comply with that requirement. Murray Solomon moved to approve the Conversion of a State Paid Position. David Rothschild seconded the motion. **The motion passed unanimously.**

Constitution – A review was done of the Chattahoochee Valley Regional Library Constitution. David Rothschild moved to approve the Constitution as amended. Murray Solomon seconded the motion. **The motion passed unanimously.** A copy of the Constitution indicating the proposed changes is attached to these minutes.

David Rothschild asked if a copy of Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated, amended March 26, 1984 could be sent to the board members. Ms. Muller stated she would send a copy to the board.

Bylaws – A review was made of the Chattahoochee Valley Regional Library Bylaws. Murray Solomon moved to approve the Bylaws as amended. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.** A copy of the Bylaws indicated the proposed changes are attached to these minutes.

Nominating Committee – Chair Dillard appointed the following board members to serve on the nominating committee.

Alice Budge – Chair  
Sivan Walker-Dixon  
David Rothschild II

## CHAIR'S REPORT

Chair Abbie Dillard reported that she has tried to attend as many of the county library board meetings as possible and is very proud of the work being done by all of them. She stated that Barbara Rodeheaver, Marion County Library Manager, suggested and the Board approved offering a scholarship to individuals to take the GED test. The Chair stated that the fee to take the GED exam is \$200.

The next meeting will be October 19, 2006.

The meeting adjourned at 7:00 p.m.