

Muscogee County Library Board Meeting
Thursday, December 6, 2012
Columbus Public Library

Minutes

MEMBERS ATTENDING

Frank Star	Lisa Goodwin	Ex-Officios: Gary Gibson
Owen Ditchfield	David Fox	John Donohue
M. A. Dowdell	Carleton Coleman	Tyler Townsend
Lori Auten	Barbara Mack	
Price Walker, Jr.		

MEMBERS EXCUSED

Clark Gillett, Jr.	Kent Illges	Ex-Officios: John Phillips
Michelle Griffin	Rick Covington	John Wells
Meridith Jarrell		Norene Marvets

OTHERS ATTENDING

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director

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

MINUTES

The Chair asked if there were any corrections to the minutes of the October 15, 2012 meeting. Lisa Goodwin moved the minutes be approved as distributed. Barbara Mack seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

John Donohue reported that the Friends of Libraries are currently doing an internal review of its operations. He said that one thing that is clear is that the Friends are generating much less revenue for the library than groups from other cities. As an example, he stated that the Muscogee Friends of Libraries raised \$8,000 from book sales where the Macon Friends of Libraries raised \$100,000. Online sales for the Muscogee Friends may come in around \$12,000 where other groups are making over \$100,000. He said the emphasis right now is to look at what those organizations are doing differently. One area being considered is tying their book sales to holidays.

David Fox asked if having sales in the bookstore might be limiting sales due to space constraints. Mr. Donohue stated that they are looking at all aspects of their fundraising. Owen Ditchfield

suggested that there needs to be better signage in the library about the bookstore. Mr. Donohue said they have set up different committees to review all aspects of their fundraising.

LIBRARY FOUNDATION

Tyler Townsend informed the Board that the Library Foundation Board is currently working on an up to date strategic plan. He stated they have completed the first of 3 sessions. He said the first session focused on strengths and weaknesses. From that session, they learned that the public perception of the library is that it is run by public funds and does not need private funding.

Mr. Townsend reported that the annual campaign is underway. He reported that last year the Foundation raised \$127,000. Scott Turow is the speaker for the gala this year and the Foundation hopes to raise even more that will benefit the library.

Chair Star asked Mr. Townsend if he would inform the Board of the Foundation's participation in the Children's Book Festival. Mr. Townsend reported that the Foundation will be one of the sponsors of the Children's Book Festival.

TREASURER'S REPORT

Lyn Anderson reviewed the financial reports with the Board. On the revenue side, Mr. Anderson reported that the library is slightly ahead of budget for the period. Expenses are on target for the period. Mr. Anderson reported that there are a few positions open but the library is working hard to fill those positions as soon as possible.

David Fox said there seemed to be a major outlay for books and asked if there was a reason for this. Ms. Muller explained that publishing basically works around two seasons, spring and fall. She said even though the library is constantly purchasing materials, an upswing in purchasing usually occurs during spring and fall due to the fact that that is when most publishing is done.

David Fox moved the Treasurer's Report be approved as distributed. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

Chair Star asked Ms. Muller if the library is still below the state standard in the purchasing of books. Ms. Muller stated that they are still below. She said in terms of the percentage of the budget and number of items they are able to buy, the library is still below the state average.

DIRECTOR'S REPORT

The Georgia Public Library Service, in looking at increasing bandwidth for public libraries, has determined that libraries can get more bandwidth for less cost if each of the libraries negotiate and find a local Internet Service Provider. Over the course of 2013, they will be encouraging all libraries to move to their own providers and then will provide grants to the libraries to pay for the service. She said that Knology and AT&T and currently working to provide their cost to the library. It will double the bandwidth for the Columbus Public Library and more than double the bandwidth in the branches.

Ms. Muller reported that the Chattahoochee Valley Libraries is one of five libraries in the United States that has been selected by OCLS to pilot a new public awareness campaign for libraries. When they first did the pilot for the Geek campaign eight years ago, CVL was nominated but

turned down. Eight years later, because of the outreach CVL is doing to the housing projects, the community building projects being done with the jail, movies out on the lawn and the way CVL handled the Geek campaign, the library has been chosen to participate in the pilot program. The donor that is funding this effort is affiliated with the movie industry. The national organization will provide the support to do four major events in the area to building community through entertainment.

Owen Ditchfield stated that in looking at the Database Report, he really did not know what all of the databases were or their purpose. Ms. Muller stated that she could provide a list with a description of each of the databases at the January meeting.

UNFINISHED BUSINESS

Pay Scale Revision – Ms. Muller reported that a summary of the pay scale revision was given at the last Board meeting. She stated that what was distributed to the Board today is the actual report from the consultant. She said that there are ten positions that are off market by being below market. Once adjustments were made for the three weeks of unpaid leave were made, it was discovered that the disparity was not as great in terms of what is being paid and where it needs to be to get the individuals at the market place. To bring the ten positions to market in fiscal year 2013, it will cost \$66,769. Ms. Muller asked the Board to adopt the pay scale with the understanding that if the funding is not there to implement in July 2013, then there would be no increases.

Lisa Goodwin asked what positions were included in the ten positions that are below market. Ms. Muller responded by naming the Chief Financial Officer, Deputy Director, Fund Development Coordinator, Information Technology Coordinator, ILS Administrator, the three county managers, a bookmobile driver and one library associate. Ms. Goodwin asked where the positions rank now. Ms. Muller stated they are all well below the midpoint of the market. Ms. Muller said she could provide the Board with the exact salaries if they wish to see them. Ms. Goodwin said she would like to see the exact salaries.

Owen Ditchfield asked if there are any positions above their range. Ms. Muller said there are a few individuals who because of their length of service before automatic step increases ended or because they were at one time in supervisory positions and stepped back. There are three or four people that are a little above market.

Owen Ditchfield moved to approve the pay scale revision with the understanding that if the funding is not available to implement the increases in July 2013, then there will be no increases but the pay scale revision remains approved. Price Walker, Jr. seconded the motion. Lisa Goodwin opposed the motion. **The motion passed.**

Personnel Policy Revisions – Ms. Muller informed the Board that the personnel policies are currently being revised and updated to conform to the personnel policies recently updated by the Georgia Public Library Service. She said she will be bringing the new policies before the Board over the next several months.

NEW BUSINESS – There was none.

CHAIRMAN'S REPORT – Chair Star reported that he is very excited about the Children's Book Festival to be held in May 2013. He encouraged all Board members to contact Linda Hyles and make a contribution to help with this event.

The meeting adjourned at 1:46 p.m.

The next meeting date is January 24, 2013 at 1:00 p.m.