

Muscogee County Library Board Meeting
Thursday, April 23, 2015
Columbus Public Library

Minutes

MEMBERS ATTENDING

David Fox	Frank Star
Owen Ditchfield	James Dudley
Marion Scott	Kent Illges
Meridith Jarrell	Len Williams

Ex-Officio: Ed Burdeshaw, Muscogee County Library Foundation

MEMBERS EXCUSED

Lori Auten	Edie Evans
Mary Bode	Carleton Coleman
Helene Watson	

Ex-Officios: David Lewis, MCSD
Kia Chambers, MCSD
Shannon Smallman, MCSD
Sharon Self, Muscogee County Friends of Libraries

OTHERS ATTENDING

Alan Harkness, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director

Chair David Fox called the meeting to order at 1:00 p.m.

MINUTES

The Chair asked if there were any corrections to the minutes of the February 26, 2015 meeting. Owen Ditchfield moved the minutes be approved as distributed. James Dudley seconded the motion. The motion passed unanimously.

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES -- No report.

LIBRARY FOUNDATION

Ed Burdeshaw reported that the Foundation will have five new board members added to the Foundation Board in the new fiscal year which will make for a much stronger Board. Kent Illges asked if he could tell the Board who the new members are Travis Chambers, Kellie Alexander, Dusty Wellborn, Helen Robbins and Anne Daniels. Mr. Burdeshaw said they will provide new avenues into the philanthropic community.

He reported that the Foundation is finalizing their budget for FY2015/2016. He said that the library will be receiving a 30% increase in funding provided by the Foundation.

TREASURER'S REPORT

Lyn Anderson presented the Period 9 Financials to the Board. He stated everything seems to be on target for the period and that there were no unusual transactions to report. The Chair said it looks like according to the financial report that there will be close to \$2 million to be spent in the fourth quarter. He asked if this was an indication that a larger amount will go into the reserve at the end of the year. Mr. Anderson responded that the Chair's assumption was correct. Owen Ditchfield asked how many days is currently in the reserve. Mr. Anderson stated that the minimum required to be in the reserve is \$500,000.

DIRECTOR'S REPORT

Alan Harkness added the following to his Director's Report that was distributed prior to the meeting.

- Natalie Couch, South Columbus Public Library Manager, had her baby and mother and baby are doing well. He reported that Charmette Kendrick-Kuhn is the interim manager in Ms. Couch's absence.
- A new illustrator for the Book Festival has been retained. His name is Brian Collier and is an outstanding illustrator.
- FanFest, the kickoff for the Aflac Vacation Reading Program, will take place on May 16, 2015 and the Children's Book Festival will be September 19, 2015.
- The Big Read is going well. Attendance at the RiverCenter for the production of *The Great Gatsby* was very well attended.
- The Library Directors Conference sponsored by the Georgia Public Library Service will be held at the Columbus Public Library April 29th thru May 1st.
- Personnel changes: Lyn Anderson and Debbie McGreggor are retiring. Mr. Anderson will retire effective August 1, 2015 and Ms. McGreggor will retire effective June 1, 2015.
- Henry McCoy and Silvia Bunn attended training in New York for the Story Corp grant. The official title of the project is *Stories from the library: Mildred Terry Memory Project*. There was a very good turnout for the kickoff of the project.

James Dudley stated that the door count for the South Columbus Public Library took a fairly good dip last month and asked Mr. Harkness if he would address that. Mr. Harkness stated he

was not sure what caused the dip but that it may have been caused by the branch having a high than normal count in the previous year. He said he would ask about the change.

BRANCH REPORT – Gabe Lundeen (Deputy Director) was absent due to conducting interviews at the Parks Memorial Public Library in Richland, Georgia. The Branch Report was included in the Director’s Report.

UNFINISHED BUSINESS

1999 SPLOST – Mr. Harkness reported final expenditures are being processed and items purchased to close out the 1999 SPLOST. He stated that he did not feel it would be closed by the end of this fiscal year but is hopeful it will close out by the end of the current calendar year. Meridith Jarrell stated that as soon as everything has been paid, official notice should be given to the city to close out the project.

NEW BUSINESS

May Meeting Date – Due to the FY2015/2016 budget will need approval prior to the next regular meeting date, the Chair stated the May meeting will be held on Wednesday, May 13, 2015 at 1:30 p.m. at the Columbus Public Library. Owen Ditchfield asked if this would be in addition to the meeting scheduled for May 28th. The Chair stated the May 13th meeting would be in lieu of the regular meeting. Marion Scott asked if this would affect the committee meetings. The Chair said that unless something came up for the committee meetings, they would not meet.

Frank Star asked to address the Board about a situation he is currently involved in. The old Daniels School property has been sold and the building is being torn down. Dr. Daniels, for whom the building was named, was a former superintendent in Muscogee County. His granddaughter would like a bronze plaque placed at the new Muscogee County Public Education Center in his memory. Dr. Star stated he will be meeting with Dr. Lewis next week regarding the plaque and would like to tell him that the Muscogee County Library Board endorses this project. After discussion, Dr. Star withdrew his request and Meridith Jarrell said she would be glad to attend the meeting next week with Dr. Star.

Committee Recommendations

Facilities -- It is the recommendation of the Facilities Committee the approval of the proposed renovation and expansion as outlined by the library administration of the South Columbus Public Library with the 2015 eSPLOST funding. **The recommendation passed unanimously.**

The Chair reminded the Board that the funding will not be received immediately. In fact, it will be a few years.

Operations – The Operations Committee brought three recommendations to the Board.

- The Operations Committee recommends the acceptance of a woodcut print being donated to the Columbus Public Library Genealogy Department. The print will be framed by the Oglethorpe Chapter of DAR. **The recommendation passed unanimously.**
- The Operations Committee recommends the approval of two new positions, Finance Manager and Operations Coordinator to the Library Board. These two positions will replace the current position held by Lyn Anderson when he retires. **The recommendation passed unanimously.**

Dr. Star asked what duties the Finance Manager will not have that the current Chief Financial Officer has. Ms. Jarrell said that the individual will continue to do the same functions as Mr. Anderson but that when Mr. Anderson was hired was at a time when the Library Board had just been formed and a more experienced individual was required due to the procedures and processes between the Muscogee County School District and the library had to be worked through.

- The Operations Committee recommends approval of the revised job description for the Administrative Assistant to the Director position to the Library Board. **The recommendation passed unanimously.**

Marion Scott asked if there were any other MCSD processes these positions must go through before they could be filled. Mr. Harkness stated that Library Board approval was the final step in the process. Ms. Scott asked if this meant that the positions could now be posted and advertised for replacements. Mr. Harkness said they would be.

Finance – It is the recommendation of the Finance Committee the approval of the Capital Outlay Grant application and for the application to be submitted to the Chattahoochee Valley Libraries Board for approval and submission to the Georgia Public Library Service. **The recommendation passed unanimously.**

CHAIRMAN’S REPORT

The Chair stated that next Friday, May 1st and the next three Fridays there will be tea and music provided at the Columbus Public Library.

The Chair recognized Debbie McGreggor and her dedication to the library and the library boards. He said words could not express how much she will be missed. He invited the Board to participate in a reception for Ms. McGreggor as soon as he adjourned the meeting.

The meeting adjourned at 1:46.p.m.