

Chattahoochee Valley Libraries Board Meeting
Thursday, July 15, 2010
Columbus Public Library

Minutes

MEMBERS ATTENDING

Abbie Dillard Sivan Walker-Dixon
Lisa Goodwin Jimmy Elder
Dorothy Kennedy

MEMBERS EXCUSED

Frank Star
Gary Griesheim

OTHERS ATTENDING

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director
Robin Shader, CVL Deputy Director
Chris Warren, South Columbus Public Library Manager
Silvia Bunn, Mildred L. Terry Public Library Manager
Stephen Pharis, Columbus Public Library Manager
Susan Hayes, CVL Collection Coordinator
Kirsten Edwards, North Columbus Public Library

Chair Abbie Dillard called the meeting to order at 5:30 p.m. Due to not having a quorum at that time, the Chair proceeded to items on the agenda that did not require a vote.

PUBLIC COMMENT – There was none.

TREASURER'S REPORT

Lyn Anderson reported on the financials. He stated he was not able to give a year-end report because some of the County Boards did not have final numbers for their year-end report yet. He said he would provide the year-end report at the October meeting of the Board.

At this time, a quorum was met and the Chair asked if there were any corrections to the minutes of the April 15, 2010 minutes. Lisa Goodwin moved the minutes be approved as presented. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed prior to the meeting. Ms. Muller said she had a few things to add to the report. She reported that Brijin Boddy, Teen Department Head at Columbus Public Library, attended the American Library Association (ALA) conference in Washington, D.C. and won \$500 worth of National Geographic books. The books have been received and are in the process of being added to the collection.

Ms. Muller reported that Lyn Anderson provided her with a report on sick leave taken during the fiscal year 31 individuals account for 71% of the total sick leave taken during the year. She said supervisors would be provided a list of individuals that use the most sick leave time. She stated they are seeing a trend of the amount of sick leave taken each year going down. The total was down from 110 average hours to 90 average hours this year.

Ms. Muller stated the Aflac Vacation Reading Program is coming to a close. She said she would have a final report for the Board at the October meeting. She stated that the emphasis this year was on the completion rate. She said the completion rate this year is 18% compared to 14% last year.

UNFINISHED BUSINESS

Strategic Plan – Ms. Muller informed the Board that the staff has developed objectives to tie in with the goals of the Strategic Plan. She stated her monthly report will begin to address each of the objectives after January. She reviewed a few examples for the Board.

NEW BUSINESS

Personnel Policies Review – The chair asked that the following personnel policies be approved as a block since there were no revisions to them.

- PERS9 – Employee References
- PERS10 – Personnel Recruitment
- PERS11 – Position Authorization
- PERS12 – Applications
- PERS13 – Internships
- PERS14 – Interview and Selection
- PERS16 – Promotions

Sivan Walker-Dixon moved to approved PERS9 thru PERS14 and PERS16. Jimmy Elder seconded the motion. **The motion passed unanimously.**

PERS15 – Initial Employment Period – Suggested revision was to delete entire first paragraph of the policy.

The Chair stated this would be the first reading of this suggested revision and a vote would be taken at the October meeting.

Operating Policies Review – The chair asked that the following operating policies be approved as a block since there were no revisions to them.

- CIR7 – Overdue Materials
- CIR8 – Damaged and Lost Materials
- CIR10 – Smart Card Use
- CIR12 – Refunds
- CIR13 – Petty Cash

Jimmy Elder moved to approve operating policies CIR7, CIR8 and CIR10 thru CIR13. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

CIR6 – Claimed Fine Paid and Claimed Returned – Revision was as follows: “Customers may have only ~~three~~ ~~six~~ items marked “Claimed Returned” on their account at any given time.

Sivan Walker-Dixon moved to approve the proposed revision. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

CIR9 – Fines – Revision was as follows: “The overdue fine is ~~\$.10~~ **\$.25** per day per item. The overdue fine for laptops will be \$5.00 per hour. The overdue fine for State Park Passes **and Kill-A-Watt Detectors** will be \$3.00 per day.

Dorothy Kennedy stated she felt that individuals should be notified when they have materials that are overdue. Ms. Muller stated that notifications are made to the individuals by letter and phone call. Ms. Kennedy stated she had never received overdue notifications. Lisa Goodwin stated she had not received notices on overdue materials. Ms. Muller said that anyone not receiving notification of overdue materials needs to notify the library because the individual’s information, i.e. address, phone number, may be incorrect in the system and needs to be corrected.

Jimmy Elder moved to approve the proposed revision. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

CIR11 – Refunds – Revision was as follows: “Students attending ~~schools,~~ colleges or universities.....”

Jimmy Elder moved to approve the proposed revision. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

Policy Revision – CIR1 – Library Cards – Revision was as follows: 1st paragraph, second line, delete “~~and on the bookmobile.~~” The entire last paragraph was deleted and replaced with the following, “Non-residents can obtain a full service library card by paying annual \$35.00 fee.” and name each county in the service area named individually.

Dorothy Kennedy asked how library personnel will know if the individual is out of service area. Ms. Muller explained that when an individual applies for a library card they will have to provide proof of residency in the service area.

Jimmy Elder suggest that offering library cards to the county governments located in the out-of-service areas at a fee to allow their residents access to the libraries may be something the administration may want to consider.

Dorothy Kennedy moved to approve the policy as revised. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

2010/2011 Library Closings – Ms. Muller explained the difference to this fiscal year calendar is the library would like to close for three days at Christmas and New Year's. Jimmy Elder moved to approve the Library Closing Calendar for FY2010/2011. Sivan Walker-Dixon seconded the motion. The motion passed unanimously.

Organizational Structure Change -- Ms. Muller stated that with the resignation of the Deputy Director, the work of that position is being divided among three other people. She reviewed the new Organization Chart with the Board and the new positions. She gave the following breakdown of the new positions.

Director of Customer Experience/Mildred L. Terry Public Library Manager
Silvia Bunn will continue to manage the Mildred L. Terry Public Library but she will also supervise all of the public services in the other libraries. The managers of the other branches: Columbus Public, North Columbus and the County Coordinator will report to Silvia Bunn.

Director of Library Experience/South Columbus Public Library Manager
Christopher Warren will continue to manage the South Columbus Public Library but will also take on all the responsibilities for operational functions within the branches, the construction, repairs, renovations and policy and procedures.

Director of Research/Strategy/Innovation
This position will be Susan Hayes. Ms. Hayes will continue her current duties as Collection Coordinator. She will be responsible for statistical analysis and the annual report. She will also be tracking the compliance with the Strategic Plan.

Ms. Muller stated that any other duties remaining that were handled by the Deputy Director will be handled by the Director. She stated that the Incident Reports were handled by the Deputy Director but will now be handled by Lyn Anderson. She stated that most of the incident reports involve security which is already overseen by Mr. Anderson.

Director of Community Engagement

She said the other major change is the change in the marketing area. Linda Hyles has requested to go to part-time. As a result of this change, Henry McCoy will take over the majority of this position along with his current duties as Program Coordinator.

Christie Rudd, Administrative Assistant, will also take on some additional responsibilities.

Linda Hyles will move into the Development Coordinator position on a part-time basis.

Ms. Muller asked the Board to authorize the changes effective August 1, 2010 and that the Board approve pay increases of 5% each for Christopher Warren, Silvia Bunn and Susan Hayes since they will be taking on a significant amount of additional duties from the Deputy Director position. She said she would also like for the Board to approve pay increases for Christie Rudd at 5% and a pay move for Henry McCoy to the same rate of pay as Linda Hyles.

Ms. Muller said that even with these pay increases, the impact will not be negative due to positions that have not been filled. The library system will be saving \$65,000 and this is also absorbing the loss of the Deputy Director's state paid position of almost \$78,000. Ms. Muller stated that the State will not allow the library to move that money from the Deputy Director's position to another librarian because of the current freeze on any state funded positions.

Ms. Muller explained that the three managers, Chris Warren, Silvia Bunn and Susan Hayes worked together and brought forth the position realignment being presented to the Board. Jimmy Elder stated that this was a great example of a collaborative effort by the staff members by stepping up to the forefront and working to come up with a working solution.

Ms. Muller stated she had not communicated any of the proposed changes to the entire staff because she wanted to wait until there was Board approval.

Lisa Goodwin asked about the new position that Linda Hyles will be moving into. Ms. Muller explained that the Foundation currently has a contract with Media, Marketing & More! that runs until 2012. Donor management software will be purchased and Ms. Hyles will be responsible for managing that database and pulling the information in-house. She will also oversee the database for book endowments and will be responsible for seeking grants for the library.

Dorothy Kennedy stated her only concern was would customers still be able to receive the same level of service. Ms. Muller said that she feels the service will be even better because previously managers only had one individual they could go to and now they will have three.

Jimmy Elder moved to approve the organizational chart as presented and to make the pay increases as outlined by Ms. Muller. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

EXECUTIVE SESSION

The Chair adjourned the meeting at 6:10 p.m. so that the Board could go into Executive Session to discuss a personnel issue.

The Board reconvened from Executive Session at 6:20 p.m. The Executive Session Affidavit is a part of these minutes.

Jimmy Elder moved to make the following statement on behalf of the Board. The Board has been informed of the grievance filed and agrees on the error that was made and appreciates the complainant went through proper channels. Given the letter of apology and response to the grievance on the part of the Director, the Board feels the grievance was appropriately addressed and all procedures were followed and the matter is resolved. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

CHAIR'S REPORT

Cusseta-Chattahoochee County – Abbie Dillard stated that the Literacy Bell Tower is in the process of being built. Men from the Chamber of Commerce are actually building the tower. She said a gentleman from the Cusseta-Chattahoochee County but now residing in Columbus heard about the tower and was so impressed he has offered to assist in the funding of the tower. She thanked Linda Hyles for the great logo she designed for the project. She said they have decided that after the first year, they will not only recognize children when they learn to read but will recognize adults receiving their GED.

Marion County – Sivan Walker-Dixon reported that the library has been very busy with the Aflac Vacation Reading Program. She said the Marion County Library Board will hold a Funding Authorities Reception on December 14th. She said the reception will also celebrate the 20th Anniversary of the library and a NASA exhibit will be at the library at the same time.

Muscogee County – Lisa Goodwin and Jimmy Elder stated they did not have anything to report since the Muscogee County Library Board has been on summer recess.

Stewart County - Dorothy Kennedy reported that several meetings have been held regarding the reopening of the Lumpkin Public Library. She stated that in the most recent meeting, the state fire marshall was in attendance and it was decided that it would not be feasible to try to reopen the upstairs portion of the Lumpkin Public Library. She stated the cost would be prohibitive. She stated that the commission was informed that the Chattahoochee Valley Libraries Director should be informed by way of a Letter of Intent from the Stewart County Commission that they do want to reopen the Lumpkin Public Library. She stated the Letter of Intent was in response to the possibility that the facility would be closed permanently if the regional system was not kept updated on what, if anything, was being done to reopen the facility.

The meeting adjourned at 6:40 p.m.