

Chattahoochee Valley Libraries Board Meeting
Thursday, January 20, 2011
Columbus Public Library

Minutes

Members Attending

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| Abbie Dillard | Frank Star |
| Lisa Goodwin | Dorothy Kennedy |
| Mimi Childs | Gary Griesheim |

Members Excused

Sivan Walker-Dixon

Others Attending

Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director
Fred Ogle

Chair Abbie Dillard called the meeting to order at 5:30 p.m. The Chair welcomed Mimi Childs to the Board. Ms. Childs will represent the Muscogee County Library Board replacing Jimmy Elder.

The Chair asked if there were any corrections to the minutes of the October 21, 2010 meeting. Gary Griesheim moved the minutes be approved as distributed. Mimi Childs seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT

The Chair recognized Fred Ogle for public comment. Mr. Ogle voiced concerns with behavior in the library. He stated he has tried to do work on the library's computers on several occasions where the noise level due to cell phones ringing, cell phone conversations and loud conversations between customers was extremely annoying. He said he had gone to areas marked as "Quiet Areas" and found the same noise levels. He asked that the Board address these concerns. He also stated he did not understand how food and drinks could be allowed all over the library. Another issue involved the use of the computer stations by more than one individual when the signs clearly state only one individual per computer workstation.

The Chair thanked Mr. Ogle for his comments and assured him the Board and staff would look into his concerns.

Claudia Muller said that Mr. Ogle had valid complaints with some of his comments and that the guidelines are in place to correct those issues but that more training needs to be done with the staff.

TREASURER'S REPORT

Mr. Anderson reported that from the counties' revenue is on target and is only lacking one more check from Marion and Stewart counties. Dorothy Kennedy stated that the Stewart County Commission had voted to authorize payment at its last meeting.

Mr. Anderson stated that he still does not have the figures for Muscogee County due to the new financial reporting system at the Muscogee County School District. He said it is his understanding they hope to have the system working properly by the end of February.

Frank Star moved to approve the Treasurer's Report as presented. Gary Griesheim seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

The Director's Report was distributed to the Board prior to the meeting. Ms. Muller added to her report stating that Dick McMichael is currently recording his book using the new recording studio. She said this is the first recording to be made in the studio.

Ms. Muller reported that at a meeting of legislators at the library on Wednesday night, January 19th, she spoke with Senator Harbison about the concerns of reopening the Lumpkin Public Library since it has now been closed for 18 months.

UNFINISHED BUSINESS

Nominating Committee Report – In the absence of Sivan Walker-Dixon, Gary Greisheim moved to accept nominations from the floor. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

Frank Star moved to re-elect the current slate of officers for FY2011. The current slate of officers are:

Abbie Dillard – Chair
Sivan Walker-Dixon – Vice Chair
Gary Griesheim – Secretary

Gary Griesheim seconded the motion. **The motion passed unanimously.** The slate of officers for FY2011 will be:

Abbie Dillard – Chair
Sivan Walker-Dixon – Vice Chair
Gary Griesheim – Secretary

CUS2 – Customer Behavior (2nd Reading) – Discussion was held regarding remarks made during Public Comment on bullet point “Eating or drinking in library facilities, except in those areas specifically designated for this purpose.” of the Policy CUS2—Customer Behavior. It was the consensus of the Board that no change to the policy needed to be made but the guidelines of the policy needed to be revised. Ms. Muller stated she would have staff review and make necessary changes to better enforce the policy. She said a copy of the guidelines will be given to the Board for their information at the April meeting.

Frank Star moved to approve Policy CUS2—Customer Behavior. Lisa Goodwin seconded the motion. **The motion passed unanimously.**

NEW BUSINESS

Personnel Policies – The following policies were reviewed and approved.

1. GAAA—Equal Opportunity Employment
2. GAE—Complaints and Grievances
3. GAEB—Harassment
4. GAK(1)—Criminal Background Check
5. GAL—Salary Deductions
6. GAMA—Drug Free Workplace
7. GANA—Communicable Diseases
8. GBKA—Professional Personnel Lay-Off
9. GBRH—Professional Personnel Leaves and Absences
10. GBRK-R—Professional Personnel Vacations
11. GCA—Classified Personnel Compensation Guides and Contracts

Frank Star moved these policies be reaffirmed. Gary Griesheim seconded the motion. **The motion passed unanimously.**

Operating Policies – The following policies were reviewed and approved.

1. GOV2—Bylaws of the Chattahoochee Valley Regional Board
2. GOV4—Media Policies
3. GOV5—Board Member Expense Reimbursement
4. GOV6—Board Meeting Agendas
5. GOV7—Collection Development
6. MNG1—Confidentiality of Library Records
7. MNG2—Statistics
8. MNG5—Seasonal Exhibits and Displays
9. MNG6—Alcoholic Beverages
10. MNG7—Inclement Weather and Closing
11. MNG8—Exhibits and Displays

Frank Star moved these policies be reaffirmed. Gary Griesheim seconded the motion. **The motion passed unanimously.**

Policy Revisions

1. INF5—Guest Computer Use Cards – Change to this policy was to allow for a One-Hour Computer Pass to allow individuals needing to use the computers for only a short period of time to have access. This will allow individuals who are traveling through the area to access information they may need, i.e. email.

Frank Star moved to approve the policy as amended. Mimi Childs seconded the motion. **The motion passed unanimously.**

2. CIR1—Library Cards – Change to this policy was to affirm the change to the INF5—Guest Computer Use Cards and make the policies consistent.

Lisa Goodwin moved to approve the policy as amended. Frank Star seconded the motion. **The motion passed unanimously.**

CHAIR’S REPORT

The Chair’s Report was distributed to the Board prior to the meeting.

Claudia Muller addressed the Trustee Education in the Chair’s Report stating that five trustees have registered for the “The Role of the 21st Century Trustee Leader” webinar being broadcast at the Columbus Public Library on January 26th from 1:00 p.m. to 2:30 p.m. She urged any interested trustee to attend.

COUNTY LIBRARY TRUSTEE REPORTS

Gary Griesheim -- Mr. Griesheim reported on behalf of the Muscogee County Friends of Libraries. He informed the group that the Friends will be hosting a book sale on February 4 – 6th. He stated this is a major fundraiser for the Friends and encouraged all to attend.

Frank Star – Dr. Star informed the group that the Muscogee County Library Board has been hosting several one-on-one lunchtime meetings with members of the Muscogee County Board of Education members. He stated the Muscogee County Library Board felt this would be a good way of opening lines of communication between the two groups. He said that so far the meetings have been very good with very favorable comments from the school board members and they appeared to have learned a lot about the workings of the Library.

Ms. Muller reported that Debbie McGreggor had received an email from Dr. Andrews stating that Dr. Gary Gibson will be attending all Muscogee County Library Board meetings as the liaison between the school district and the Library Board.

Abbie Dillard – The Chair reported that the Cusseta-Chattahoochee Library Board is in the process of preparing for their annual Funding Authorities Reception to be held on Tuesday, February 10th.

Dorothy Kennedy – Ms. Kennedy reported that the Stewart County Library Board is currently working on some safety issues such as the sidewalk at the Parks Memorial Public Library in Richland. She stated that the opening of the Lumpkin Public Library is still a major concern. She said there appears to be a split in where the library should be located. Many want the library to remain on the town square while others want a new facility where property will be donated and is located just behind the town square.

Lisa Goodwin – Ms. Goodwin encouraged Board members to visit the library website and look at all of the upcoming programs and events going on in the library.

The next meeting of the Chattahoochee Valley Libraries Board will be on Thursday, April 21, 2011.

There being no further business, the meeting adjourned at 6:15 p.m.