

Muscogee County Library Board Meeting
Thursday, January 27, 2011
Columbus Public Library

Minutes

Members Attending

Frank Star	Gary Griehseim	Owen Ditchfield
Barbara Mack	M. A. Dowdell	Clark Gillett, Jr.
Price Walker, Jr.	Meridith Jarrell	Cristina Richards
Carleton Coleman	Gary Gibson	

Members Excused

Mimi Childs	Pat Hugley-Green	Lisa Goodwin
John Wells	Rick Covington	

Others Attending

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Newt Aaron, Newton Aaron & Associates

The Chair called the meeting to order at 1:03 p.m.

The Chair welcomed new board members Carleton Coleman, Meridith Jarrell, Cristina Richards and Gary Gibson (ex-officio).

The Chair asked if there were any corrections to the minutes of the December 2, 2010 meeting. Gary Griesheim moved to approve the minutes as presented. Clark Gillett seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

FRIENDS OF LIBRARIES

Gary Griesheim reported the Friends of Libraries will be holding a book sale on February 5th and 6th. He said there will be a members-only preview on the afternoon of February 4th. He encouraged board members to attend. Membership in the organization is \$10.

Mr. Griesheim reported that the Friends of Libraries has been funding lunchtime meetings between Library Board members and Board of Education members.

TREASURER'S REPORT

M. A. Dowdell asked Lyn Anderson to provide the Treasurer's Report. Ms. Anderson stated that the school district is still experiencing some problems with the new financial reporting system. That is why he did not have a full report for the Board. He did distribute the income portion of the financial report which showed revenue is on target for the period. He said he hoped to have a full financial report for the Board in March or April.

Gary Griesheim moved to approve the Treasurer's Report. Barbara Mack 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 the following to her report.

Ms. Muller informed the Board that there are a number of staff members who are seriously ill or injured and some of these are critical positions that have no backup. Ms. Muller stated that the library has not been filling positions and would like the permission of the Library Board to hire 3 fulltime Master Degreed Librarians and to fill 1.5 public service assistant positions. Clark Gillett asked if there was money in the budget to fill these positions. Ms. Muller stated that there was. He asked that if and when some of the positions that are vacant due to employees being out due to illness, would the budget still cover the new positions. Ms. Muller stated that it would. She said that budgeting for the next fiscal year would be challenging.

Owen Ditchfield moved to approve hiring 3 Master Degreed Librarians and 1.5 public service assistants. Price Walker, Jr. seconded the motion. **The motion passed unanimously.**

Mr. Muller reported that the Library Foundation Board would like to place opaque donations boxes in the libraries. She said this would be a soft release to a new approach for taking donations. Owen Ditchfield asked who would be responsible for the collection of the money. Dr. Star asked how the boxes would be monitored. Ms. Muller explained that Lyn Anderson would handle collecting the funds and one of his staff and making the deposits for the Foundation. The process would have at least 2 people, one for collecting the funds and one for making the deposits. The process would be one set by the Foundation's auditor.

Ms. Muller reported that the Director of the Literacy Alliance has announced that she would like to leave the Literacy Alliance. Since they will not have a Director, the library administration feels it would be a good time for the library to take over the Literacy Alliance. She said it is logical. Several of the Literacy Alliance Board members feel this would be an excellent idea. Ms. Muller said she had spoken with Judy Thomas about whether the City of Columbus would continue to support the Literacy Alliance if it were moved under the jurisdiction of the library since the City gives \$16,000 to the program. Ms. Thomas said she saw no problem. Ms. Muller said she would like to submit a formal proposal to the Literacy Alliance spelling out how the library would help them do a better job of delivering the service by actually managing it for them. Meridith Jarrell stated she thought it was a good idea but she felt a signed

Memorandum of Understanding from the City of Columbus continuing the annual \$16,000 support should be obtained. Ms. Muller agreed with Ms. Jarrell. Owen Ditchfield asked if the Literacy Alliance Board of Directors would continue if the library took over the program. Ms. Muller stated that the Literacy Alliance Board of Directors could possibly become an advisory council. She stated there are several items such as the Board that would need to be negotiated.

Meridith Jarrell moved to authorize the library administration to submit a formal proposal to the Literacy Alliance to take over and manage the program. Clark Gillett seconded the motion. **The motion passed unanimously.**

UNFINISHED BUSINESS

MCSD/Library Board Lunch Meetings Update – The Chair gave the update on the meetings and stated he was very pleased with the outcome. He said there was a lot of discussion on what the library does and there were a lot of good questions from the School Board members. There are only two School Board members who have not been involved in a meeting. The meetings consisted of tours of the facility and discussion on issues. Dr. Star recommended that these meetings be continued. Ms. Muller stated the Friends of Libraries has agreed to fund 3 of these type meetings a year. Dr. Star said the meetings were very positive.

Facilities Committee Project Updates

Asphalt Removal – Dr. Star stated that he had received a phone call from Dr. Andrews informing him that the asphalt removal behind the library could go forward. He said he had contact Ms. Muller, Newt Aaron and Barbara Rothschild to tell them of the news immediately. He asked Newt Aaron to report on the status.

Mr. Aaron said the bids have gone out on the asphalt removal project. He stated it would take approximately 4 weeks to begin receiving bids on the project.

North Columbus Public Library Renovation – Mr. Griesheim reported that bids have been received on the \$420,000 renovation project. He asked Mr. Aaron to give an update. Mr. Aaron reported he would be meeting with the low bidder this afternoon. He also reported that Chris Warren was working with the school district on the FF&E (furnishings and fixtures) portion of the project. He said they would be working closely with projected FF&E delivery and construction to keep the closing of the library to a minimum.

South Columbus Public Library Plumbing – Mr. Greisheim reported that this project has been completed and was on target.

Mr. Griesheim reported that the committee decided that future facilities committee meetings will be held at the different facilities where work is being done.

Ms. Muller asked Mr. Aaron to give an update on the HVAC at the Columbus Public Library. Mr. Aaron stated that he has met with GeoEnergy and they are working hard. He said one area of concern is the loop fields and the fact that the design did not call for them to interconnect. He said there also appears to be a problem in the mechanical room. He assured the Board that GeoEnergy is working diligently to resolve the problems.

NEW BUSINESS

Ms. Muller reported that there are vacancies on the Library Board's standing committees due to members leaving the Board. Dr. Star asked the Library Board members to review the committee lists and if they wish to change committees they are serving this would be the time to do so. Ms. Muller gave a thumbnail description of the three committees for the benefit of the new Board members. Dr. Star also asked the new Board members to review the list and select one or more committees on which to serve. Debbie McGreggor made copies of the committee list and distributed to all Board members.

Ms. Muller reported that there is one remaining vacancy on the Library Board. She said that when the nominating committee met last fall, they deliberately chose to leave one position vacant and asked Ms. Muller to find someone under the age of 40. Ms. Muller asked Tyler Townsend who is involved with the Chamber of Commerce's Young Professionals group to recommend some individuals. Mr. Townsend did provide Ms. Muller with a list of names. The resume of an individual interested in serving was distributed to the Library Board. Her name is Michelle Griffin. Meridith Jarrell asked if Ms. Muller felt she would be able to make the meetings. Ms. Muller said she had discussed the meeting time with her. Ms. Griffin said they were on a day and time that would work for her. Dr. Star stated he wanted to make sure she was aware of the time commitment for not only the monthly meeting but for committee meetings as well. Ms. Muller said she had told Ms. Griffin the time would be approximately 5 hours a month.

Meridith Jarrell moved to approve the nomination of Michelle Griffin to the Muscogee County Library Board and to request approval by the Muscogee County Board of Education. Gary Greisheim seconded the motion. **The motion passed unanimously.**

CHAIRMAN'S REPORT

A copy of a letter from the Chair to the Dr. Philip Schley who retired from the Muscogee County Board of Education thanking him for his many years of service was distributed to the Board.

The Chair reported that Claudya Muller has been elected Vice Chair of the Community Development Advisory Council.

The Chair recognized a letter from Mr. Terry Sybrant expressing his appreciation for the library. Ms. Muller stated the reason she felt this letter was quite significant is because

Mr. Sybrant was very candid with her in telling her that he voted against the SPLOST to build the Columbus Public Library but is now one of its most staunch advocates.

Owen Ditchfield asked that the meeting be adjourned so that the Board could go into Executive Session to discuss a personnel matter. Gary Griesheim seconded the motion. **The motion passed unanimously.**

The meeting adjourned at 1:46 p.m.

Owen Ditchfield moved and Clark Gillett seconded to adjourn the Executive Session at 2:04 p.m. **The motion passed unanimously.**

The Muscogee County Library Board meeting adjourned at 2:06 p.m.