

CHATTAHOOCHEE VALLEY REGIONAL LIBRARY BOARD
Thursday, April 19, 2007
Columbus Public Library

Minutes

Members Attending

Abbie Dillard
Sivan Walker-Dixon
Alice Budge
Teresa Nelson
Helene Watson
Meridith Jarrell

Members Excused

Murray Solomon

Others Attending

Claudya Muller, CVRLS Director
Lyn Anderson, CVRLS Finance Manager
Gary Wortley, CVRLS Chief Operations Officer
Donna Osborne, CVRLS Deputy Director
Suzanne Barnes, CVRLS Outreach Coordinator
Debbie McGreggor, Administrative Assistant to the Director

Chair Abbie Dillard called the meeting to order at 5:35 p.m. She stated that since there was not a quorum at the February 22, 2007 meeting, the items voted on at that meeting would need to be reaffirmed.

Alice Budge moved to approve the minutes of the January 18, 2007 meeting as corrected. Teresa Nelson seconded the motion. **The motion passed unanimously.**

Meridith Jarrell moved to reaffirm the votes taken by the Board at the February 22, 2007 meeting. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

Chair Dillard asked if there were any corrections to the February 22, 2007 meeting minutes. The following corrections were made:

Others Attending: Remove Donna Osborne
Add Gary Wortley

Meridith Jarrell moved to approve the minutes as corrected. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

PUBLIC COMMENT

There was none.

TREASURER'S REPORT

Lyn Anderson distributed and reviewed the Treasurer's Report with the Board. Claudya Muller reported that Marion County has voted to increase their funding to the Regional System and to the local library. Others are being asked to increase.

Abbie Dillard stated she had spoken with the Cusseta-Chattahoochee County Manager and he is going to request an increase of \$1,000. Ms. Muller stated that all of the funding entities were improving in their funding of the system. Lyn Anderson reported that the system would receive an additional \$100,000 from Muscogee County.

Alice Budge moved to approve the Treasurer's Report. Meridith Jarrell seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT

Claudya Muller reported that the Georgia Public Library Service (GPLS) would be at the Columbus Public Library on Thursday, April 26, 2007 from 10:00 a.m. – 12 noon. The purpose of the meeting is to have a focus group to discuss the GPLS's strategic and scenario planning. Ms. Muller asked that as many of the board members that could attend to please do so. Sivan Walker-Dixon asked if Ms. Muller was referring to just the Regional board members. Ms. Muller said that any board member from any of the system's counties should attend if at all possible.

Ms. Muller related a story to the board about a patron in Marion County. She said that a long-time customer, Tanika Bryant, had her first baby on April 2, 2007. On April 13, 2007, she went, with her baby, to the Marion County Public Library and got a library card for her baby.

OUTREACH COORDINATOR'S REPORT

Ms. Barnes reported that the Mayor's Commission for Persons with Disabilities would be holding a meeting on Wednesday, April 25, 2007 from 1:00 p.m. – 3:00 p.m. The purpose of the meeting is to discuss disaster preparedness as it relates to assisting persons with disabilities to evacuate in case of a disaster. Ms. Barnes said she had attended a similar seminar in Brunswick and was surprised at the extent to which a city must go in order to assist persons with disabilities in case of a disaster. She stated that the plan has to be very detailed. She encouraged board members to attend the meeting on April 25, 2007.

Since Ms. Barnes report was not in the meeting packet, Ms. Muller said it would be mailed to all members.

UNFINISHED BUSINESS

BOARD MEMBERSHIP

Chair Abbie Dillard stated that due to the change in the number of members on the Regional Board, a correction needed to be made to the Bylaws. In Article IV, Section 8, 1st sentence:

Current Reading: “Six members of the Board....”

Corrected Reading: “A majority of the Board....”

Ms. Muller also reported that due to the resignation of David Rothschild from the Muscogee County Board and David McMiller from the Quitman County Board, there are two vacancies on the Regional Board. She stated that Mr. McMiller would be making a recommendation for his replacement and the Muscogee County Board would appoint a new member from their Board.

NEW BUSINESS

Annual Personnel Policy Review:

PERS10 Personnel Recruitment
PERS11 Position Authorization
PERS12 Applications
PERS13 Internships
PERS14 Interview and Selection
PERS15 Initial Employment Period
PERS16 Promotions
PERS17 “Acting” Capacity
PERS18 Performance Evaluation
PERS19 Work Week

Correction to PERS18 Performance Evaluation, third line:

Current reading: “displayed on the job and to helps staff....”

Corrected reading: “displayed on the job and helps staff....”

Helene Watson moved to approve the Personnel Policies as corrected. Sivan Walker-Dixon seconded the motion. **The motion passed unanimously.**

Annual Operating Policy Review:

CUS1 Customer Service
CUS2 Customer Behavior
CUS3 Safe Child Policy

CUS4 Staff Room Use
CIR1 Library Cards
CIR2 Loan Periods
CIR3 Renewal of Materials
CIR4 Holds
CIR5 Blocks
CIR6 Claimed Fine Paid and Claimed Returned
CIR7 Overdue Materials
CIR8 Damaged and Lost Materials
CIR9 Fines
CIR10 Smart Card Use
CIR11 Student Library Cards

Donna Osborne explained that customers are not notified when a patron has unpaid library fines as stated in the policy CIR7 Overdue Materials. Meridith Jarrell stated she felt that CIR5 covers the intent of policy CIR7. After further discussion, Meridith Jarrell moved to delete CIR7 in its entirety. Teresa Nelson seconded the motion. **The motion passed unanimously.** Discussion ensued on renumbering the policies since CIR7 would be deleted. Meridith Jarrell said that the numbering should remain the same with just stating on Policy CIR7 “DELETED.” She maintained that this would leave a significant paper trail as to the actions of the Board. It was agreed that the numbering should remain the same.

CIR8 Damaged and Lost Materials contained a typographical error in the footer.

Current reading: “Last revise by....”
Corrected reading: “Last revised by....”

Alice Budge moved to approve the Operating Policies as corrected. Helene Watson seconded the motion. **The motion passed unanimously.**

POLICY MNG4 Revision

The following changes were made to the policy:

The Library Board advocates ~~cooperative~~ use of the library buildings and grounds. ~~by appropriate agencies or organizations.~~ The primary purpose of the library meeting rooms is to provide a space for library related activities. Community groups and individuals may use the meeting rooms as library schedules and space permit. Rooms are available as a free public service for non-commercial purposes.

Meeting rooms are available on equal terms to individuals regardless of beliefs, race or affiliations. The Library reserves the right to deny facility usage to any group for any program which is inconsistent with the Library’s purpose. ~~or reputation.~~ All meetings must be open to the public at no charge. Meetings must not be restricted to any particular group. While using the

meeting room, no admission may be charged, no products or services may be advertised, solicited or sold.

The Director of the Library and his or her designee have the authority to take action and make decisions which are in the best interest of the Chattahoochee Valley Regional Library System's safety **and** security, ~~and image~~ in the community it serves. Only library-sponsored fundraisers may be held in the libraries.

*The Muscogee County Library Board voted to allow charging fees for after hours usage. Since this is a local issue, it will be left up to the individual county Boards to approve any fees for the libraries in their jurisdiction.

Teresa Nelson moved to approve the policy as amended. Alice Budge seconded the motion. **The motion passed unanimously.** Claudya Muller will send the policy to Greg Ellington for his review.

County Optional Services:

This item was not ready for discussion and will be brought back to the Board at its July meeting.

Chair's Report

Chair Abbie Dillard expressed her appreciation to everyone for their assistance in preparing and their help with the meetings in her absence.

County Library Trustee Reports

Sivan Walker-Dixon of Marion County reported that the Marion County Public Library would be hosting a Patron Appreciation Day on Friday, April 20, 2007.

Teresa Nelson of Stewart County reported that the Parks Memorial Public Library and the Lumpkin Public Library are seeing increases in visits to the libraries. She stated that Mac Moye has developed several committees to address a number of issues in the county. His emphasis is to make the county "workforce ready." She said one of the projects is to assist residents in getting their GED so that they can be eligible for jobs.

Meridith Jarrell of Muscogee County reported that the Muscogee County Library Board would be going before Columbus City Council to get approval to spend the remaining SPLOST funds for the completion of the Columbus Public Library project.

Chair Abbie Dillard emphasized the importance of trustees is to maintain contact with their government representatives for support of public libraries. Claudya Muller told the Board she would send out a complete list of government representatives to the Board.

Sivan Walker-Dixon asked about the PINES program. Claudya Muller reported that PINES has developed a software program called Evergreen. She stated that a seminar was recently held at the Columbus Public Library showing the staff the benefits of Evergreen versus Horizon. She stated there are a lot of advantages to the new program and the library hopes to join PINES within the next 2 to 3 years. She stated that by joining PINES it would save the system approximately \$40,000. She stated that there are several issues that still need to be resolved before the system could convert to the Evergreen program.

The meeting adjourned at 6:56 p.m.

The next meeting will be July 19, 2007 at 5:30 p.m. at the Columbus Public Library.