

Stewart County Library Board Meeting – Summary of Minutes  
November 9, 2023 – 1:00 pm  
Parks Memorial Public Library

In attendance:

Jenny Boling – Chair  
Bobbi Boynton – Vice Chair  
Nea Permenter - Secretary  
Crystal Townsend  
Martha McCoy

Also: Alan Harkness, Director, CVL  
Doris Spinks-Russell, Parks Branch Manager  
Lizette Cruz, Administrative Specialist, CVL

Chair Boling called the meeting to order at 1:02 PM. Chair Boling asked the board to review the minutes from the June 15<sup>th</sup>, 2023, meeting. Nea Permenter made a motion to approve the minutes, and Martha McCoy seconded the motion. The vote in favor was unanimous by Boling, Boynton, Permenter, Townsend and McCoy.

**There were no Public Comments.**

### **Treasurer's Report**

Chair Boling asked Branch Manager Doris Spinks-Russell to present the treasurer's report. Manager Spinks-Russell went over the 2<sup>nd</sup> quarter report which she handed out at the beginning of the meeting. The balance as of October 31, 2023, is \$13, 878.42. Manager Spinks-Russell has been working on bringing the accounting books up to date. To help with this, she asked the financial department of the CVL to come and do an audit. Tracie Price and Melissa Mollet will be coming next week to perform the audit. Bobbi Boynton made a motion to accept the treasurer's report as presented and Crystal Townsend seconded. The vote in favor was unanimous by Boling, Boynton, Permenter, Townsend and McCoy.

### **Director's Report**

Director Alan Harkness presented the director's report. Director Harkness has asked the CVL financial department to conduct an audit at all the CVL branches as well as create a standardized treasurer's report.

Two weeks ago, the CVL changed their ILS (Integrated Library System) from Polaris to The Library Corporation. So far, the change has been going well. This change will bring a savings of \$90,000.00 to the CVL budget. These savings will go to offset some of the \$140,000+ increase in employee health benefits cost over the next three years.

In 2024, Director Harkness will approach all funding agencies of each county branch to sign updated service agreements. Service agreements should be renewed and updated at least every ten years. The last update was in 2012. He will be asking for an increase in all funding agencies' contributions due to the significant increase in health costs.

Director Harkness gave an update on the renovation of the South Columbus Public Library branch. The grand opening should be in May or June of 2024. The Muscogee Library Foundation is planning to hold a block party at the grand opening. He invited everyone to come.

### **Local Library Report**

Manager Spinks-Russell presented the Local Library Report. Patronage has increased. The library is coordinating with the local school district to bring in all the kids for grade-specific programming throughout the month, from pre-k to high school. Adult patronage has gone down since the library has been concentrating on the school programming. Adult programs are set to begin again in January 2024 and should increase then.

### **Unfinished Business**

There was none

### **New Business**

### **Appoint New Board Officers**

Chair Boling's second term ends this year. The board needs to elect a new board chair, secretary, and treasurer for 2024. After some discussion, it was decided to nominate and vote for a chair and secretary at this meeting. Chair Boling will be discussing the treasurer's position with the present treasurer. After that discussion, a nomination and vote for a new treasurer will be held at the February Meeting.

Chair Boling made a motion to elect Nea Permenter as board chair and Martha McCoy seconded. The motion was passed unanimously by Boling, Boynton, Permenter, Townsend and McCoy. Chair Boling also appointed Nea Permenter to serve on the Regional Board.

Bobbi Poynton made a motion to elect Crystal Townsend as board secretary and Nea Permenter seconded. The motion was passed unanimously by Boling, Boynton, Permenter, Townsend and McCoy.

### **Approve amount to spend on library cleaning contract bid.**

Manager Spinks-Russell is obtaining bids for the library cleaning. The board agreed to vote on an amount limit for the contract and leave the selection of the contractor at the discretion of Manager Spinks-Russell. Nea Permenter made a motion to allow Manager Spinks-Russell the discretion of selecting the contractor with a bid of up to \$2,500 for library cleaning. Bobbi Boynton seconded the motion. The motion was passed unanimously by Boling, Boynton, Permenter, Townsend and McCoy.

### **Approve candidates for vacant board position for 2024**

After some discussion Bobbi Boynton made a motion to ask the persons listed below if they are willing to serve on the board. Once their willingness to serve is obtained, they

will be presented to their funding agencies for approval and once confirmed, they will be considered approved to serve on this board. Nea Permenter seconded this motion. The motion was passed unanimously by Boling, Boynton, Permenter, Townsend and McCoy.

- a. Susan Ramsey
- b. Willy Horn

Next meeting will take place on February 8, 2024, at 1 PM with a board training by Director Harkness to take place after the meeting for those board members that can stay.

Crystal Townsend made a motion to adjourn the meeting. Nea Permenter seconded the motion. The vote in favor was unanimous by Boling, Boynton, Permenter, Townsend and McCoy. The meeting was adjourned at 2:25 PM.