

Cusseta-Chattahoochee County Library Board Meeting
Tuesday, November 18, 2025 - 6:00 pm
Cusseta-Chattahoochee Public Library

In attendance:

Chair Amanda Hollomon
Vice Chair Tanya Jones
Treasurer Christina Young
Linda Englebert
Teresa Williams

Also, staff members:

Branch Manager Mallie Brossett
Director Alan Harkness
Assist. Director for Public Service Katie Burnett

I. Call to Order

The meeting was called to order by Chair Hollomon at 6:00 PM.

II. **Approval of the Minutes**

Chair Hollomon asked for a motion to approve the minutes from July 15, 2025. Jones made the motion. Young seconded the motion. Unanimously approved by Hollomon, Englebert, Jones, Williams, and Young.

III. Public Comment

There were none.

IV. Treasurer's Report

Branch Manager Brossett gave the Treasurer's Report. Manager Brossett had to reconstruct the financials from the last fiscal year because the report she was given when she was hired and the bank account deposits and withdrawals did not match. She laid out everything she did in this report. Including that there was a significant difference in the totals. She reviewed all the discrepancies and answered questions. She then over the current fiscal year. To make sure that in this fiscal year the library does not go over budget, she is keeping all expenses within the amounts that have been deposited. She then went over another report of a budget provided by the county of what they pay for the library. Manager Brossett does not have access to those funds.

Chair Hollomon had some questions on the approved budget from May versus the actual way the budget will be planned for the year. Manager Brossett explained because the previous year was off significantly, she needs to be careful this year to stay below budget. She noted that May budget that was approved is not truly reflective of what can actually be spent. Manager Brossett will be working this year to refine the accounting records of the budget so that by next year everything will be completely accurate, up to date and easier to understand. Chair Hollomon thanked Manager Brossett for her diligent work on the accounts and budget.

V. Director's Report & Local Library Report

Director Alan Harkness presented the director's report. Branch Manager Bailey Carter for the Marion County Public Library secured a grant of over \$20,000 from the American Library

Association to upgrade parking lot lights and make some ADA updates to the Marion Public Library. Manager Carter has also secured another grant from Freedom to Read for \$7,000.00. Director Harkness has taken the Parks Memorial Public Library off the state list. The PMPL has a new manager who is going to be working with the local government in that area and local companies to try and secure the matching funds needed for the state grant. He wants to give them time to secure those funds.

Director Harkness and several other administrative staff went to view the old Georgia Military College Campus site as a possibility for the new North Columbus Public Library. It is in the right location and is the right size for what is needed. If the decision is made to buy this facility, the present branch will close, and that old building will be returned to the MCSD. Director Harkness will update all the boards as decisions are made.

Director Harkness will be holding the system wide Library Board Training again on January 31, 2026, from 9 AM until noon. A continental breakfast will be provided. Director Harkness asked any board member that wishes to attend to reach out to Lizette if they haven't already.

CVL will be celebrating the 250th anniversary of the United States with a program honoring US culture through food. The *Food and the Soul of America* program will be running through out all the CVL branches with featured cookbook authors, and speakers, including cookbook author and TV show host Vera Stewart. This information will be in the new program guide that comes out in December.

Last Friday, Director Harkness came to the CCPL's Literacy Bell Ringing. He enjoyed it very much. He congratulated Manager Brossett on her work with the children in building a lasting memory for them. There were around 45 kindergarteners at the event. Director Harkness shared pictures with friends across the country and received many sweet comments about it.

VI. Local Library Report

Branch Manager Mallie Brossett presented the local library report. The CCPL has a new part-time Library assistant, Deandre Holt. Foot traffic is holding steady. Manager Brossett presented reports on program attendance, and materials circulation for FY24-25 and the first three months of FY25-26.

There were 18 in attendance at the End of the Summer Party and 20 at the Pumpkin Painting event. The CPL will be participating in a number of end-of-year holiday events including, the local Christmas Tree Lighting, having a float in the Christmas Parade, a visit from Santa at the Library, and participating in Latavia's Closet Christmas Party.

The CCPL attended all three local schools' open houses and participated in the Latavia's Closet Back to School Bash. Pre-K classes have resumed Friday morning visits to the library. Manager Brossett is visiting the head start classes on Tuesday mornings. The CCPL is working with Kim Scott, the elementary school librarian, to establish monthly media center programs for the school. Manager Brossett did some outreach at St. Mary Woods Estates. She held a smart phone class for a few of their residents. The CCPL is participating with Latavia's Closet in a Coat Giveaway. They had 46 people come in to get a coat. On November 7th, the CCPL had their first Literacy Bell Ceremony for this 2025-2026 school year. 11 children got to ring the bell because they had learned to read!

The county had a repairman come in to fix the AC that went out in the Teen and Storytime room. It is now working. The company came out to fix the digital sign and there was no charge as it was still under warranty. A repairman came out to check the fridge. He found a faulty line in the back of the freezer which was causing it to freeze over. The cost was \$135.00 and there were no more issues. Receipt in the board packet.

VII. Unfinished Business: there was none.

VIII. New Business

i. Approve expenditures for the Musical Playground Equipment for the Children's Garden.

The original estimate is no longer valid. Items have gone up in cost, and a shipping cost of at least \$1,000.00 now applies. Manager Brossett presented what the grant could now cover and what options they have available given the rising cost. Young made a motion to approve for Manager Brossett to spend up to \$5,000 which includes the funds of the Sumpter EMC Grant to purchase the musical equipment for the CCPL's Children's Garden. Englebert seconded the motion. Motion was unanimously approved by Hollomon, Englebert, Jones, Williams, and Young.

ii. Vote on candidates to approve the vacancy that will be left by Andrew Thomas once his term ends on December 31st, 2025.

Proposed candidates

a. Charlotte Richards

b. Jason Frost

After some discussion, Jones made a motion to approve Charlotte Richards to fill the upcoming vacancy on the Cusseta-Chattahoochee County Library Board. Englebert seconded the motion. Motion was unanimously approved by Hollomon, Englebert, Jones, Williams, and Young. Richard's nomination will now go to the Board of Education for approval.

IX. Chair's Report: Chair Hollomon did not have a report.

X. Board Education: None

XI. Next meeting date: January 27, 2026, at 6:00 p.m.

Meeting was adjourned at 6:48 PM