

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

In attendance:

Jenny Boling, Chair  
Nea Permenter - Treasurer  
Martha McCoy  
Crystal Townsend  
Bobbi Boynton

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

Chair Boling called the meeting to order at 1:00 PM. Chair Boling asked the board to review the minutes from the November 10, 2022, meeting. Motion to approve the minutes by Permenter, seconded by Boynton. Unanimous approval by Boling, Permenter, McCoy, Townsend, and Boynton.

**There were no Public Comments.**

### **Treasurer's Report**

Boling presented the third quarter report of the 2022-2023 fiscal year. The actual cash balance as of today in the account is \$11,123.08. There were no transactions made in January 2023. For the new branch manager, Doris Spinks-Russell, to obtain the debit card needed for paying Park Memorial Library's expenses, the minutes today must be taken to the Five Star Bank showing the motion allowing her to be added to the bank account and be issued a debit card. Then the three board members on the account, Boling, Permenter and Wischnewsky need to sign giving permission for the card to be issued to Spinks-Russell.

### **Director's Report**

Director Harkness attended Library Day at the state capital yesterday. He visited with the delegation at the capital to discuss obtaining more funding for the South Columbus Branch Construction due to the 50% increase in that construction budget. For the Capital outlay grants South is 12<sup>th</sup> on the list. Parks Memorial is 16<sup>th</sup> or 17<sup>th</sup> on the list. He believes that Parks should come up for the grant in 2025.

Director Harkness invited the board members to come see the Cathy Fussell Quilts exhibit at the Columbus Public Library which will be on display through March 5<sup>th</sup>. The NEA Big Read starts later this month and the Columbus Children's Book Festival will be at the end of April.

Director Harkness is expecting that the renovation and expansion of Parks Memorial Public Library will begin in 2025. The Capital Outlay grant requires an initial investment of \$100,000.00 of local funds. The grant will then give the library \$900,000.00 to complete the first million. For each additional dollar of money raised beyond the

\$100,000.00 locally, the grant will match 50/50. Director Harkness had a conversation with the Stewart County Manager, Mac Moye, last year. He stated that the county would be ready to fund the \$100,000.00 when the time came. Director Harkness is willing to discuss with the city mayor about providing some more funding if the board agrees. Spinks-Russell stated that she already spoke with the mayor, and he is willing to meet with Director Harkness to discuss further funding.

IT believes that the VIOP phone system should be in place by April 1<sup>st</sup>. This will save \$3,000.00 of expenditures from the library yearly budget. For the rest of this fiscal year there will be about \$750.00 in savings.

### **Local Library Report**

Spinks-Russell presented the local library report. Spinks-Russell gave an update on the bills to be paid. She has spoken with the local police department Sergeant McDonald. The library will be collaborating with the Sergeant to bring in some adult volunteers to mentor some of the local youth and bring them to participate in programs at the library. Especially during summer break. Spinks-Russell also has some people willing to volunteer and mentor teens in financial planning, and other areas as well.

**There was no unfinished business.**

### **New Business**

#### **Welcome the New Branch Manager**

Chair Boling welcomed the new branch Manager and asked her to tell the board a little about her experience. Each member of the board and CVL present then introduced themselves.

#### **Motion to add item to agenda**

Chair Boling was told by the bank that the library board needed to approve removing the previous branch manager, Pepper Grimmatt, from the bank account and cancel her debit card before the new branch manager could be added to the bank account and issued a debit card. Boynton made a motion to add removing Pepper Grimmatt from the Five Star Bank account and cancelling the debit card in her name to the agenda. Permenter seconded the motion. Unanimous approval by Boling, Permenter, McCoy, Townsend, and Boynton.

#### **Approve removing Pepper Grimmatt from the Five Star Bank account and cancelling the debit card in her name.**

Townsend made a motion to approve removing Pepper Grimmatt from the Five Star Bank account and cancelling the debit card in her name. McCoy seconded the motion. Unanimous approval by Boling, Permenter, McCoy, Townsend, and Boynton.

#### **Approve adding Doris Spinks-Russell to the Five Stars Bank Account.**

McCoy made a motion to add Doris Spinks-Russell to the Five Star Bank account. Townsend seconded the motion. Unanimous approval by Boling, Permenter, McCoy, Townsend, and Boynton.

**Approve issuing Doris Spinks-Russell a debit card from the Five Stars Bank Account**

Townsend made a motion to approve Doris Spinks-Russell being issued a debit card from the Five Stars Bank account. Permenter seconded the motion. Unanimous approval by Boling, Permenter, McCoy, Townsend, and Boynton.

**Update the Stewart County Library Board By-laws**

Director Harkness handed out a red-lined version of the last agreed upon updates to the Stewart County By-laws prior to COVID for each member to look over, discuss and then vote on for the next meeting. After some discussion, it was decided to table the approval of the by-laws for now and instead have a meeting earlier than May 11th to discuss the updated by-laws before voting. A called meeting was scheduled for March 2, 2023, at 1 PM.

**Discuss Cleaning of the building and Stewart County Commission's lack of full requested payment of \$215.00 per cleaning.**

After some discussion about this issue of cleaning payment, Chair Boling agreed to do some investigation on the issue with Stewart County and bring any findings to the March meeting. Other board members will be bringing ideas for other ways to fund the cleaning. The discussion on this issue will continue.

**Discuss updating participation agreement, request funding increases on a local level and how to fund the reconstruction of PMPL.**

Director Harkness explained what the participation agreement is and why it needed to be updated. It was agreed to continue the conversation, have the library board members request a meeting with the funding agencies to discuss and look to update the agreement.

**Discuss Electrical problems in the building.**

Spinks-Russell contacted the city, and they sent out an electrician who knew the building from when it was built. He came, replaced a faulty part, and fixed the issue. The problems with the electrical have been resolved.

Next meeting will take place March 2<sup>nd</sup> at 1PM.

Boynton made a motion to adjourn the meeting. McCoy seconded the motion. Unanimous approval by Boling, Permenter, McCoy, Townsend, and Boynton. Meeting was adjourned at 2:23 PM.