

Stewart County Library Board Meeting Minutes  
August 14, 2025 – 2:00 pm  
Parks Memorial Public Library

In attendance:

Bobbi Boynton – Vice Chair  
Crystal Townsend – Secretary  
Carmen Coy  
Martha McCoy  
Gussie Thomas

Also: Alan Harkness, Director, CVL  
Katie Burnett, Assist. Director for Public Services, CVL  
Gabbi Harp, Operations Coordinator, CVL  
Doris Spinks-Russell, Parks Branch Manager, CVL  
Lizette Cruz, Administrative Specialist, CVL  
Jennifer Boling

- I. Call to order: Vice Chair Boynton called the meeting to order at 2:00 PM
- II. Vice Chair Boynton asked the board to review the minutes from the May 1 2025, meeting. Coy made a motion to approve the minutes as presented, and McCoy seconded the motion. The vote in favor was unanimous by Boynton, Coy, McCoy, Thomas and Townsend.
- III. Public Comment: There were no public comments.
- IV. Treasurer's Report  
Branch Manager Doris Spinks-Russell presented the treasurer's report. The ending balance in the bank account on July 30<sup>th</sup> was \$26,947.08. All revenue and expenses are on track for the FY26 year.
- V. Director's Report  
Director Alan Harkness presented the director's report. Director Harkness informed the board that this was to be Manager Spinks-Russell last board meeting before her retirement on September 30, 2025. Tomorrow CVL will be interviewing candidates for the position of Branch Manager of the Parks Memorial Public Library.

Summer Reading has ended with the CVL reading over 2 million minutes collectively. In June CVL reached one million items checked out. The CVL presently has 28,685 cardholders, the highest number ever under Director Harkness's tenure.

Director Harkness informed the board that the General Assembly did not pass the construction program for the Parks Memorial Public Library building. The board will need to make plans on what to do moving forward.

- VI. Local Library Report

Manager Spinks-Russell presented the local library report. Manager Spinks-Russell informed the board that they have a new part-time assistant., Ashley Mullins, who is doing a great job. There is an upcoming *Thinking Money for Kids* program geared towards pre-teens and teens which Manger Spinks-Russell hopes will have a good turnout. She is working on preparing everything for her departure and the installation of the new branch manager. She will be concentrating mostly on that endeavor for her final six weeks.

- VII. Unfinished Business  
There was none.

**VIII. New Business**

**A. Approve the Final FY26 Budget**

Townsend made a motion to approve the final FY26 Budget. Thomas seconded the motion. The vote in favor was unanimous by Boynton, Coy, McCoy, Thomas and Townsend.

**B. Approve Jennifer Boling's nomination to the Stewart County Library Board**

Coy made a motion to approve Jennifer Boling's nomination to the Stewart County Library board. McCoy seconded the motion. The vote in favor was unanimous by Boynton, Coy, McCoy, Thomas and Townsend. This nomination will now go before the county for approval.

**C. Appoint and approve a New Chair and Treasurer.**

After some discussion the board decided to wait until Boling's nomination has been approved by the county and until a candidate is approved to fill the second vacancy on the board before voting for a new chair. McCoy made a motion to nominate and approve Coy as the new board treasurer. Thomas seconded the motion. The vote in favor was unanimous by Boynton, Coy, McCoy, Thomas and Townsend.

**D. Vote to remove Ramsey form the library's bank account.**

Townsend made a motion to remove Ramsey from the library's bank account. Thomas seconded the motion. The vote in favor was unanimous by Boynton, Coy, McCoy, Thomas and Townsend.

**E. Vote to add the new Treasurer to the bank account.**

McCoy made a motion to add the new treasurer, Carmen Coy, to the library's bank account. Townsend seconded the motion. The vote in favor was unanimous by Boynton, Coy, McCoy, Thomas and Townsend.

**F. Brain storm candidates to fill vacancy left by Amy Stankus' resignation.**

After some discussion the board agreed to have a meeting after Jennifer Boling's nomination is approved by the county. At that time board members will bring candidates before the board for a vote to fill the vacancy left by Stankus' resignation.

- X. The meeting was adjourned at 2:46 PM.