

Stewart County Library Board Meeting – Summary of Minutes  
November 10, 2022 – 1:00 pm  
Parks Memorial Public Library

In attendance:

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

Also: Alan Harkness, Director, CVL  
Pepper Grimmert, Parks Branch Manager  
Kayla Staubitz, Interim Parks Branch Manager  
Lizette Cruz, Administrative Specialist

Chair Boling called the meeting to order at 1:02 PM. Chair Boling asked the board to review the minutes from the July 8th, 2022, meeting. Motion to approve the minutes by Boynton, seconded by Permenter. Unanimous approval by Boling, Permenter, McCoy, Townsend and Boynton.

**There were no Public Comments.**

**New staff and board members introductions**

Grimmett introduced the new library staff to the library board. Jessica Durham, Library Assistant, started in January. Anniya Barron, Library Assistant, started October 31, 2022. Kayla Staubitz will be the Interim Parks Memorial Library Branch Manager until the CVL hires a permanent manager. Pepper Grimmert is transferring to be the South Columbus Branch Manager. Bobbi Boynton has returned to serve on the board and Crystal Townend is a new member. Both have been appointed by the Board of Education to fill in the vacant positions.

**Treasurer's Report**

Grimmett presented the first quarter report of the 2022-2023 fiscal year. The actual cash balance as of today in the account is \$11,982.07 instead of the stated \$12,871.00. Grimmert went ahead and brought all of the projected needed supplies for the next several months to tide the library over until the permanent branch manager starts. She also had extra keys made for Staubitz. There were some unexpected recent expenses. Two security cameras went out. One was paid out of the budget. The second camera was paid with KIRBO grant funds.

Grimmett send out the funding invoices to the City of Richland and Stewart County. The Board of Education has already paid their funding invoice. The City of Richland will be paying their funding invoice in December. Stewart County will be paying theirs in January, along with the funds for the cleaning crew. Grimmert will schedule the cleanings for the next few months before she leaves.

Boling asked where the funds from the cleaning crew actually comes from. The City of Richland used to provide \$200.00 a month to purchase cleaning supplies. They now include the \$200 monthly amount in the lump sum of \$3,100.00 that they send to the library every year. Stewart County funding typically only provides \$550 for funding and just \$2,322.00 for cleaning for the year.

Chair Boling asked if the \$2,322.00 is enough to pay for the cleaning crew. Grimmert stated that it was not. It allows for only one cleaning a month. The rest of the month it falls on staff to clean the restrooms, pick up trash, vacuum and clean areas. Chair Boling asked if this situation was typical of other systems. Director Harkness responded that it was not. In Cusseta-Chattahoochee County, the county provides the cleaning. In Marion County the situation is similar but better funded.

Chair Boling offered to make an appointment with the county to discuss this issue. Director Harkness offered to come along to assist in asking for more funding for the cleaning crew.

### **Director's Report**

Director Harkness wanted to assure the board that the CVL is working very hard to find a good fit for the open branch manager position. In the meantime, he believes the Parks Memorial Library will be in good hands with Interim Branch Manager Kayla Staubitz. Grimmert and Staubitz will be alternating days for the first week and then Grimmert will be mostly at South with drop ins at Parks as needed.

Director Harkness informed the board that Parks Memorial is now on the state capital outlay grant list for 2023. It will take a few years to get to the top of the list. Once they reach the top of the list, CVL will suggest an architect, and the county needs to bring in \$100,000.00 to get the \$900,000.00 from the state. The idea is to do something similar to the reconstruction done recently at the Cusseta-Chattahoochee County Library.

The CVL will be adding Parks to the CVL VOIP internet-based phone system, cutting phone costs from \$2,500 a year (30% of the present budget) to a monthly payment of around \$16 dollars which will be paid by the CVL. The Parks Memorial Public Library will no longer have a telephone cost. This will include internet and faxes as well. Everything should be transferred by the end of the calendar year. There is a state grant that has come in for connectivity. Parks will be receiving 6 more Launchpads and several more Wonder Books for the collection.

### **Local Library Report**

Santa returns on December 20<sup>th</sup> at 4PM, for the first time since COVID-19 hit in 2020. The snacks for this event will be covered with a Friends of the Library card provided by the Foundation. 300 people showed up for the elections on Tuesday. There is a runoff for the Senate race on December 6<sup>th</sup>.

**There was no unfinished business.**

## **New Business**

### **Appoint a new Vice Chair**

Chair Boling welcomed the new board members and the interim branch manager. The former vice chair came off the board several months ago. A new vice chair needs to be appointed. After some discussion McCoy made a motion to appoint Bobbi Boynton Vice Chair. Nea Permenter seconded the motion. Unanimous approval by Boling, Permenter, McCoy, Townsend and Boynton.

### **Bank account and Debit Card use during search for new branch manager**

After some discussion it was decided that Grimmatt will keep the debit card for the time being until the new branch manager is hired. As she still will be working for the CVL system she can continue to order things for Parks. Once a branch manager is hired, a new debit card will be acquired. The board treasurer and chair will be available to provide Staubitz a check if she needed one for library use.

### **Emergency Keys to the Parks Memorial Library**

After some discussion it was decided that due to the fact that both Grimmatt and Staubitz live far away from the Parks Memorial Library, an extra set of keys to the library will be held by Chair Boling since she lives in town. This will allow Chair Boling to be the closer point of contact in case of an emergency such as a fire or break-in, and emergency services needs to access the building after hours.

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

Director Harkness handed out 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.

Next meeting will take place on February 9, 2023 at 1 PM.

Boynton made a motion to adjourn the meeting. Martha McCoy seconded the motion. Vote in favor was unanimous by Boling, Permenter, McCoy, Townsend and Boynton. Meeting was adjourned at 1:57 PM.