

Stewart County Library Board Meeting – Summary of Minutes  
April 14, 2022 – 1:00 pm  
Parks Memorial Public Library

In attendance:  
Jenny Boling, Chair  
Pamela Green  
Nea Permenter  
Martha McCoy

Also: Alan Harkness, Director, CVL  
Pepper Grimmatt, Parks Branch Manager

Chair Boling called the meeting to order at 1:08 PM. Chair Boling asked the board to review the minutes from the May 13th, 2021, meeting. Nea Permenter made a motion to approve the minutes, and Pamela Green seconded. Unanimous approval by Boling, Green, Permenter, and McCoy.

**There were no Public Comments.**

### **Treasurer's Report**

Chair Boling asked Grimmatt to present the treasurer's report since the Treasurer Lisa Wischnewsky was unable to be present. Grimmatt explained the increase in expenses in the 2021-2022 budget due to an increase in the telephone bill, pest control services, cost of ink and some unexpected repairs needed to the camera security system. She wished to make the board aware that this could possibly cause expenditures to exceed budgeted amounts for FY22. There were no questions on Treasurer's report, and the Quarterly FY22 budget report. Chair Boling made a motion to accept the Treasurer's report, and the FY22 changes to the budget as written. All were in agreement.

### **Director's Report**

Director Alan Harkness presented the director's report. He shared information on the upcoming Children's Book Festival on Saturday May 14<sup>th</sup>, 2022, from 10 to 1, the Summer Reading sponsored by AFLAC and the Smithsonian exhibit "The Bias Inside Us" coming to the Columbus Public Library in July.

Director Alan handed out the Fines Free Statistical Report for Stewart County. In March of 2019, 26% of Stewart County library card holders were blocked. After instituting Fines Free and restructuring the charges for items not returned, the percentage of card holders blocked was reduced to 6%.

The Chattahoochee Library system did a market adjustment for library assistants and raised their hourly wage from \$11.05 an hour to \$12.50.

Director Harkness informed the Stewart County Library Board that in the fall meeting they will have to work on items in the SCLB Constitution and By-laws.

Director Harkness invited the SCLB to the grand opening of the renovated Cusseta-Chattahoochee Public Library on Saturday, June 25<sup>th</sup>.

### **Local Library Report**

Grimmett presented the Local Library Report. Due to the high infection rate of COVID-19 in Stewart County the Park Memorial Public Library is the only library in the CVL system that is still requires masks.

Summer Reading will begin in May. As COVID-19 restrictions have eased and the public system will not be extending the school year as they have during the pandemic, the Summer Reading program is expected to increase in attendance this year. During the pandemic there has been a decrease in services to children and teens but an increase in service to adults and genealogy services.

Jessica Durham is the new staff employee. Courtney will be leaving in leaving in July. At that time PMPL will need to hire a new part-time library assistant.

**There was no Unfinished Business.**

### **New Business**

#### **Replacement of Board Members**

Brenda Moore has resigned from the board due to personal reasons. Tamara Hall has not met the attendance requirements of boards members in accordance with the SCLB constitution. Grimmett will notify Tamara Hall that she is no longer on the board. Solicitation of two new members was discussed and some strategies planned.

#### **Approval of 2022-2023 Budget**

Grimmett went over the proposed 2022-2023. Grimmett presented a large increase for custodial cleaning since, due to the pandemic, the library has lost the cleaning service that had previously cleaned the building. The city will only provide a set amount of \$2,322.00 for cleaning services. This is not enough to get a cleaning service to come in regularly. Eternal Touch Janitorial Services has placed a bid for \$1,350.00 to come in and do an initial much needed deep clean. They will then come in to do 4 more cleanings in the fiscal year for \$215.00. Permenter made a motion to accept the bid. Green seconded. Unanimous approval by Boling, Green, Permenter, and McCoy.

McCoy made a motion to accept the proposed 2022-2023 budget. Permenter seconded the motion. Unanimous approval by Boling, Green, Permenter, and McCoy

## **Change of Operating Hours**

Grimmett explained that due to the COVID-19 the PMPL had not been meeting the state required 32 hours. However, it is now time to return to 32 hours. Grimmett provided the statistics on patron use and presented the following hours as the best hours to serve the library patrons.

### **Proposed Hours of Operation Parks Memorial Public Library**

Monday 9:30-5:30 open for lunch (8 hours)  
Tuesday 9:30-5:30 open for lunch (8 hours)  
Wednesday 9:30- 5:30 open for lunch (8 hours)  
Thursday 9:30 - 1:30 no lunch (4 hours)  
Friday Closed  
Saturday 9:30-1:30 no lunch (4 hours)  
Sunday closed  
*Effective May 2, 2022*

Director Alan reminded the board that two years ago the board had given Grimmett the flexibility to determine and change the library hours due to the pandemic. The board unanimously agreed to continue to allow Grimmett the flexibility to determine the hours of the library as long as she informs the board about all changes to the hours.

## **Change in Printing prices as needed**

Grimmett proposed raising the price of black and white printing to \$.15 a page from the present charge of \$.10 a page which is the CVL system-wide price. Presently the profit per page is \$.05, however the price of ink and paper continues to rise. Grimmett is asking for approval to raise prices if the profit margin approaches 0. The board decided to revisit this issue in the fall meeting to see where prices are at that time.

## **Elect Officers**

Due to the resignation of Brenda Moore, there is a need to elect a vice chair. The board decided to move this issue to the fall meeting.

### **Authorized Signatures for bank account. Authorizer user for bank account credit card.**

Grimmett informed the board that there is only one authorized signature on the bank account, (Lisa Wischnewsky, library board treasurer). Presently the library does not have an authorized debit card or credit card due to stringent bank regulations. Having only one person allowed to sign checks and no debit/credit card puts an undue burden on the library when it comes to paying bills and obtaining supplies and materials for the library. Pamela Green made a motion to add the library board chair and the library board secretary to the authorized signatures for the bank account. McCoy seconded the motion. Unanimous approval by Boling, Green, Permenter, and McCoy.

Chair Boling will investigate with the bank what the issues are in obtaining a debit/credit card and what is needed to resolve it. She will inform the board of any information she obtains in that regard.

### **Capital Outlay and MR&R Grants Information**

Director Harkness passed out a Facility Planning informational worksheet illustrating how the Capital Outlay or MR&R grants could help in either constructing a new library building or renovating/remodeling the present building based on different grant and seed funding scenarios. The board will continue the discussion on applying for one of these grants in the fall meeting.

Next meeting will take place on September 8, 2022, at 1 PM.

McCoy made a motion to adjourn the meeting. Green seconded the motion. Unanimous approval by Boling, Green, Permenter, and McCoy. Meeting was adjourned at 3:08 PM