

**STEWART COUNTY PUBLIC LIBRARY
TRUSTEE MEETING MINUTES
January 27, 2022**

PRESENT: Chairman, Rick Boyd, Kay Brigham, Susan Witzofsky, Daniel Perigo, Kay Brigham, Kim Hargis, Lynda Hicklen, Sydney Myers, and Melissa Parker

ALSO PRESENT: Gracie Armstrong, Stewart County Library Director, Barbara Taylor, Stewart County Library Assistant Director, Kay Brigham, Regional Board, Cecille Maynor, Red River Regional Librarian, and Mary Ann Jordan, Regional Board

CALL TO ORDER: Meeting called to order by Chairman Boyd at 11:08

APPROVAL OF MINUTES October 28, 2021 SCPL Board of Trustee's Meeting minutes were approved. Motion was made by Mary Ann Jordan and second by Daniel Perigo.

TREASURERS' REPORT Gracie Armstrong gave a budget monitoring detail, the budget is below projections due to the Library Director taking no benefits. Melissa Parker made the motion to approve the Treasures' report and Susan "Ski" Witzofsky second the motion. All in Favor.

REPORT OF THE LIBRARIAN 35 total new library cards during the last quarter of 2021 and 20 children's library cards have been given. Programs have been well attended. New Monitors have been installed. New items in the children's room, and beginning in February the Kiwanis Club will be reading a new book on the 4th Thursday to the Family Story Time and gave 600.00 to purchase two books month, one to display and the other to be checked out. The Staff is working on a staff page to be added to the website. It was suggested to include a Homeschool Page also on the website.

REGIONAL LIBRARIAN: Library Report was submitted in July 2021-should see more standards up-dated. Workshops will be Feb. 16 for Directors Training, Feb. 9 Stress Workshop, and April 12-14 TN Library Association will be in Knoxville.

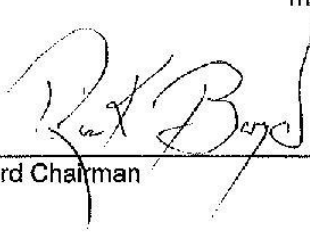
NEW BUSINESS:

Welcome to Mrs. Sydney Myers

- o Nominating and Budget Committee will be Kay Brigham, Kim Hargis, and Mary Ann Jordan.
- o Vacation and Sick days were approved for all Library employees-will follow the same as all county employees. Kim Hargis made the motion to approve and Lynda Hicklen second the motion
- o Library Service Policy review-only correction made was for copies 1 sided to be .20 and two sided .25 each. Daniel Perigo made the motion to approve and Sydney Myers second the motion.
- o Assistant Director will be paid for her interim role as Director of Library during the hiring process of new Director. The budget will not change since this money was reserved for the SCPL Director. Mary Ann Jordan made the motion to approve, Kim Hargis second.
- o Senior Citizen parking signs was tabled until the parking lot has been ADA compliance. The board will discuss this possibility in the future.
- o The SCPL approved selling books for the Stewart County Historical Society, they will keep the money separate. Melissa Parker made to the motion to approve, Sydney Myers second.
- o Surplus item, large table was approved for the county to pick up. Melissa Parker made the motions and Susan "Ski" Witzofsky second.
- o A Civil War Picture will be donated in memory of Nelma Crutcher and her achievements in the library. Kim Hargis made the motion to approve, Daniel Perigo second.

NEXT MEETING DATES:	February 4, 2022	Budget and Policy Committee	11:00 AM
	February 17, 2022	Special Called Meeting Board	11:00 AM
	March 24, 2022	SCPL Board Meeting (regular)	11:00 AM

ADJOURN: Kim Hargis made the motion to adjourn and Susan "Ski" Witzofsky second the motion. Meeting adjourned by Chairman Rick Boyd at 12:34 PM.


Board Chairman

3-24-22
Date

**STEWART COUNTY PUBLIC LIBRARY
TRUSTEE MEETING MINUTES
Budget Meeting
February, 17, 2022**

PRESENT: Chairman, Rick Boyd, Susan Witzofsky, Daniel Perigo, Kay Brigham, Kim Hargis, and Melissa Parker

ALSO PRESENT: Gracie Armstrong, Stewart County Library Director, Kay Brigham, Regional Board, and Mary Ann Jordan, Regional Board.

CALL TO ORDER: Meeting called to order by Chairman Boyd at 11:03

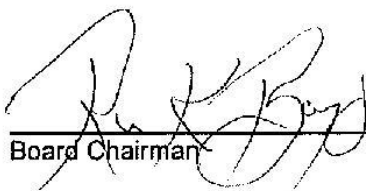
REPORT OF THE COMMITTEE: The Budget Committee met on February 14, 2022. The budget will be increasing from \$282,276.00 to \$297,853.48, pending the approval of the county commission. The increase is due to adjusting the pay scales for all employees except director. Overtime will be removed and using comp time. Postage is \$100.00 less and that amount will be added to the custodial supplies. \$28,000.00 is requested for materials per Tennessee Standards for Public Libraries. Physical and E-reader materials will be bought for the library with the additional amount. The Director took no benefits, so there will be less in the benefit line item. Melissa made a motion to accept the new budget, Susan Witzofsky second the motion. All were in favor to pass the budget to put before the county commission.

NEW BUSINESS: Meeting Room Policy, discretion of Director, giving the director the ability to change the current policy. The Genealogy room cannot be currently used for the public. The Director ask that this be changed to let small groups with no food or drink. The reading room was brought up by the Director. She would like to use the space as a Junior and Young Adult Collection room. The Willious Williams room name would remain the same. More will be discussed in the March meeting.

The weeded books for Waverly are not needed at this time. The Director would like to give ½ of the books to Dover Elementary and the other ½ to North Stewart Elementary. Daniel Perigo made the motion to approve and Kim Hargis second the motion. All voted in favor. Susan Witzofsky suggested weeding some out for KY in the future.

NEXT MEETING DATE: March 24, 2022 at 11:00 AM

ADJOURN: Kay Brigham made the motion to adjourn and Mary Ann Jordan second the motion. Meeting adjourned by Chairman Rick Boyd at 11:25 AM



Board Chairman

3-24-22
Date

**STEWART COUNTY PUBLIC LIBRARY
TRUSTEE MEETING MINUTES
May 19, 2022**

PRESENT: Chairman, Rick Boyd, Susan Witzofsky, Daniel Perigo, Kay Brigham, Kim Hargis, Sydney Myers, Lynda Hicklen, and Melissa Parker

ALSO PRESENT: Gracie Armstrong, Stewart County Library Director, Barbara Taylor, Stewart County Librarian Director Assisant, and Cecilie Maynor, Red River Regional Librarian.

CALL TO ORDER: Meeting called to order by Chairman Boyd at 11:04 AM.

APPROVAL OF MINUTES: March 24, 2022 minutes were approved with no corrections. Susan Witzofsky made the motion to approve and Sydney Myers second. All approved.

REPORT OF THE COMMITTEE

REPORT OF TREASURE: Gracie Armstrong presented the treasurers' report, her budget is on track. Postal budget is spent, travel will be spent in June. Staff Development of \$100.00 may be pulled for other charges due to more of staff development being in house with less charges. Daniel Perigo made the motion to approve and Kim Hargis second the motion, all vote in favor of.

REPORT OF THE REGIONAL LIBRARIAN: See attached sheet

OLD BUSINESS: Staff training day on Wednesday, May 18.

NEW BUSINESS: Two adult programs are planned for the summer. Murder Mystery Night in July and Painting Classes TBA. There are only 4 tickets left for the Murder Mystery Night.
Mary Ann Jordan and Kay Brigham's last meeting representing the Red River Regional Board will be July 28, 2022. Cecilie Maynor stated that the board will do something special for them.
The youth room work is continuing with great progress. Flooring will be done on June 1, 2022. Water bottle fill station has been installed, Awning for the back door will be completed in 2 weeks, New Book Cart has been ordered, and a TV and Switch Gaming System has been purchased with family friendly games, It will be attached to the wall between the windows.
Oceans of Possibilities 2022 Summer Reading Programs will be held in June and July.
Free Fishing Day will be June 11, 2022.

NEXT MEETING DATE: July 28, 2022 at 11:00 AM.

ADJOURN: Lynda Hicklen made the motion to adjourn and Susan Witzofsky second the motion.



Board Chairman

7-28-22
Date

Library Report May 2022

Red River Regional Library

1. Upcoming Training Sessions:

June 7, 2022-Virtual

Title: *Technical Services Roundtable*

Presenter: Jobeth Stewart

June 28, 2022-Red River Regional Library, Clarksville

Title: *Working with Your County*

Presenters: Ben Rodgers and Wesley Robertson (CTAS)

2. **The Library Training Tracker** is due at the end of the fiscal year and will be reviewed before your next board meeting in July. We will send reminders out in June.
3. **The Tennessee Trustee Certification Program**-we would like to see all board members complete the program before July 1. It will make a difference to the Tech Grant award.
4. **The 2023 Tech Grant Application** is now available-deadline July 17, 2022. Please do an assessment.
5. **Partners for Public Libraries.** Attached is a list of organizations that would like to work closely with public libraries in Tennessee.
6. **The Library Service Agreement and MOE.**
 - i. Rick to sign
 - ii. MOE will be emailed at the beginning of July.
7. **The State Librarian and Archivist**, Chuck Sherrill retires on June 4, 2022.
8. **Martha Hendricks at the Clarksville Montgomery Public Library retires in June.**
9. Janet Walker to retire in July.
10. A **Quarterly Board Chair Meeting** will be held on August 8 at 1:30 pm at the Red River Regional Office. Topic: *Powers of the Chair and Working with the Director*. An invitation will be sent to the board chair in July.

**STEWART COUNTY PUBLIC LIBRARY
TRUSTEE MEETING MINUTES
July 28, 2022**

PRESENT: Chairman, Rick Boyd, Susan Witzofsky, Daniel Perigo, Kay Brigham, Kim Hargis, and Sydney Myers.

ALSO PRESENT: Gracie Armstrong, Stewart County Library Director, and Cecilie Maynor, Red River Regional Librarian and Mayor Brandon.

CALL TO ORDER: Meeting called to order by Chairman Boyd at 11:10 AM.

APPROVAL OF MINUTES: May 26th, 2022 minutes were approved with no corrections. Daniel Perigo made the motion to approve and Sydney Myers second. All approved.

REPORT OF TREASURE: Gracie Armstrong presented the treasurers' report. Kim Hargis made the motion to approve and Susan Witzofsky second the motion, all voted in favor.

REPORT OF LIBRARIAN: See attached Sheet

REPORT OF THE REGIONAL LIBRARIAN: See attached sheet

OLD BUSINESS:

NEW BUSINESS: Overtime Line Option look over and Gracie explained what it was in reference to. It was tabled for the next meeting.

OTHER BUSINESS: Mayor Brandon presented Mary Ann Jordan and Kay Brigham with proclamation for 15 years of service for Ms. Jordan and 22 years of service for Ms. Brigham.

NEXT MEETING DATE: September 22, 2022 at 11:00 PM

ADJOURN: Kim Hargis made the motion to adjourn and Sydney Myers second the motion.



Board Chairman

9-22-22
Date

**STEWART COUNTY PUBLIC LIBRARY
TRUSTEE MEETING MINUTES
SEPTEMBER 22ND, 2022**

- PRESENT:** Chairman, Rick Boyd, Susan Witzofsky, Daniel Perigo, Melissa Parker, Kim Hargis, and Sydney Myers.
- ALSO PRESENT:** Gracie Armstrong, Stewart County Library Director, Barbara Taylor, Assistant Director and Cecilie Maynor, Red River Regional Librarian.
- CALL TO ORDER:** Meeting called to order by Chairman Boyd at 11:05 AM.
- SPECIAL ANNOUNCEMENT:** Mrs. Lynda Hicklyn resigned from the Board due to health issues. Nominating committee was mentioned for choosing a new board member. Gracie said she had spoke to Ben Kash from Farm Bureau. Daniel said he had spoke with Misty Wyatt and Whitney Kriwox. No vote took place
- APPROVAL OF MINUTES:** July 28th, 2022 minutes were approved with no corrections. Sydney Myers made the motion to approve and Susan Witzofsky second. All approved.
- REPORT OF TREASURE:** Gracie Armstrong presented the treasurers' report. The line item 100-200 is lower due to staff member out and the recent position filled for Books-to-go, Mrs. Barbara Joiner. Book line item is over at this present time. Daniel Perigo made the motion to approve and Kim Hargis second the motion, all voted in favor.
- REPORT OF LIBRARIAN:** See attached Sheet. Josh Bedwell asked permission to return to the library. He has already been permanently banned by the board. Gracie asked if the library could be closed on December 16th for training at the Regional Office. Daniel Perigo made the motion to approve and Sydney Myers second the motion, all voted in favor.
- REPORT OF THE REGIONAL LIBRARIAN:** New Regional IT-John Chatman, Rick Boyd is up for recertification as a board member. They had an August Board Share Meeting, the next will be in November. Standard Survey Report will be sent out before next board meeting.
- OLD BUSINESS:** Overtime line option: to request to the County Commissioners to move overtime line item and the extra from benefits to give step raises to the 37.5 staff members and to move part-time staff members hourly wage to \$11.20. Kim Hargis made a motion to present the larger portion 1st to the commissioners, Susan Witzofsky second the motion, all voted in favor.
- NEW BUSINESS:** -Maintenance of Effort – will be voted on by the Commissioners at the October 3rd, 2022 meeting.
-Review Bylaws- Notice was given of changes needed to be made. Melissa suggested to put on notice for 9 Board members instead of 7 Board Members. It was asked that Gracie reach out to Charles Parks for guidance. Will be discussed at the October Board meeting.

-Budget Committee nomination – Kim Hargis to remain, Daniel Perigo to remain and Susan Witzofsky to be added.

OTHER BUSINESS:

NEXT MEETING DATE: October 17, 2022 at 11:00 PM

ADJOURN: At 12:26p.m. Melissa Parker made the motion to adjourn and Daniel Perigo second the motion, all voted in favor



Board Chairman

11-3-22
Date

**STEWART COUNTY PUBLIC LIBRARY
TRUSTEE MEETING MINUTES
November 3rd, 2022**

PRESENT: Chairman, Rick Boyd, Susan Witzofsky, Daniel Perigo, Kim Hargis, and Melissa Parker.

ALSO PRESENT: Gracie Armstrong, Stewart County Library Director, Barbara Taylor, Stewart County Librarian Director Assistant, and Cecille Maynor, Red River Regional Librarian.

CALL TO ORDER: Meeting called to order by Chairman Boyd at 11:10 AM.

APPROVAL OF MINUTES: September 22, 2022 minutes were approved with no corrections. Melissa Parker made the motion to approve and Susan Witzofsky second. All approved.

The Trustee moved to New Business due to members having to leave early possibly.

NEW BUSINESS: Minor changes were made to the bylaws changing 7 members to 9. This will go before the county commission in December for approval. Daniel Perigo made the motion to approve and Kim Hargis second the motion. All approved.

Chris Guynn was nominated to replace a vacant seat on the Board. This will go before the county commission also in December for approval. Kim Hargis made a motion to approve and Melissa Parker second the motion, all in favor.

Gracie Armstrong addressed Christmas Closing, The courthouse and mayor's office have different closing dates. Gracie recommended that the Stewart County Public Library would be closed December 22-24, 26, 30 and January 2, 2023. Susan Witzofsky made the motion to approve the closure and Kim Hargis second. All approved.

Daniel Perigo made the motion to add a new mailbox for the 110 Natcor Drive offices since the mail carriers stop by the library's mailbox. Kim Hargis second the motion.

Budget Committee will meet on January 17th at 11:00 AM. Committee members are Susan Witzofsky, Daniel Perigo and Kim Hargis.

Stewart County Cemetery Books are \$20.00 for recently reprinted book

REPORT OF TREASURE: Gracie Armstrong presented the treasurers' report. Melissa Parker made the motion to approve and Susan Witzofsky second the motion, all voted in favor.

REPORT OF LIBRARIAN: See attached Sheet

REPORT OF THE REGIONAL LIBRARIAN: See attached sheet

NEXT MEETING DATE: January 26, 2023 at 11:00 AM

ADJOURN: Daniel Perigo made the motion to adjourn and Melissa Parker second the motion.



Board Chairman

1-26-23
Date