

Library Board Minutes of the Meeting held
September 9, 2025 at 5:00 pm.

APALACHICOLA MARGARET KEY PUBLIC LIBRARY

Regular Meeting of the Library Advisory Board

~ Mission Statement ~

“The Apalachicola Margaret Key Library contributes to a healthy, vibrant community by helping citizens create and live their best life.”

Meeting Location:

Old Library Building

Meeting was called to order by Sondra Furbee, Chairperson, at 5:00 pm

Voting Board Members Present:

Dolores Croom

Jerry Hurley

Audie Pieper

Sondra Furbee

Ex-Officio Members and Others Present:

Liz Perkins, PALS Representative

Isel Sanchez-Whiteley, Library Staff

Karen Kessel, Philaco Club Representative

Approval of Last Meeting Minutes

The minutes were accepted as presented

Director’s Report:

Presented by Isel Whiteley

8/22/25- IT stopped by late this morning to clear out the patron computers. They will have to get back to me about Word and virus protection; the tech didn’t know anything about it, but said he would ask Kevin.

8/29/25- The IT tech never got back to me, so I emailed Kevin.

Dri-Brite carpet cleaners out of PSJ will be coming out tonight to clean out dirty carpet. They are charging \$985, which is the same price they previously charged.

We have stopped placing ILL requests for patrons, because I learned this week that federal funding for this wonderful program has been shut down for Florida. I have a

meeting next Thursday with Whitney and Sondra to see if we can at least share books with the Franklin County Library.

I ordered three rocker chairs for the YA section from Demco. Nissie picked out the color and quantity of the chairs. They appear to be of excellent quality and have good ratings.

I will attend a department head meeting next week with the interim city manager; it's the second one we have since he started.

9/3/25-In the department head meeting, it was suggested that I send the conceptual library landscape plan to Rhett Buttler with the City to ensure no sewage lines are beneath the concrete. I emailed Rhett the plans.

The scanner computer is not allowing us to change the password, again. I have emailed Kevin (IT) to please come out and remove the password, since it is a reoccurring problem. I also reminded him that we still need Word suite and virus protection advice for the new laptop and the scanning computer.

The new laptop is getting a good bit of use! Already, someone has used it for a court zoom meeting and multiple people have used it as an overflow computer.

The carpet cleaners did a nice job. I had a library to put together on Tuesday morning when I got to work, but I got it done in time to open. It's a good thing I came early.

9/9/25- Last Thursday, while meeting with Sondra, Whitney, and Jaime, to discuss possible sharing of books between our libraries Whitney suggested we each create a library card for the other library and allow for inter-library loans between our libraries. This would only be between Apalachicola, Eastpoint, and Carrabelle libraries. We would suggest to a patron that they could pick the book up at the other library, but if they cannot, we could get it for them. I think this is a great service. Whitney mentioned that we should have a written agreement, so I emailed her last week, asking if she wanted to write it, or if I should produce the document. She still has not replied.

Again, I reached out to Kevin with IT about the work order I sent on the 2nd .

Nissie and her husband, Willie, decorated the library for autumn. It looks lovely.

I have printed all the state aid documents that Lee and Chris need to sign and will upload them once they are signed.

9/11/25- I uploaded the annual plan of service that was passed at the LAB meeting to the grant portal. I dropped off documents for Chris Holley to sign, because he was busy speaking to another employee. I will pick up the documents tomorrow when I meet with Lee to get signatures and an expenditure report. Sondra will try to make a date

with Lucy when she goes to Tallahassee and get a needed signature, so we can upload all the needed documents, thus saving Lucy from having to work much on her first day.

9/15/25- I have all the grant signatures needed, except for Lucy's signature, and have uploaded them into the grant portal. This includes filling out the expenditure report.

9/16/25- Emailed Kevin Ward, copying Chris Holley, to complain about the two, unfinished tickets for the library. One of them was sent in July, and the other one was sent two weeks ago.

PALS Report:

Submitted by Liz Perkins

Library Landscape Plan

- Three PALS board members attended the August 6, 2025, Franklin County Commission meeting where commissioners approved a task order to Dewberry Engineers to develop the design documents, bid specifications, and construction inspection/administration for the library parking area (\$15,975).
- Four PALS board members and Isel met with City Manager Chris Holley to discuss how to implement the courtyard and tree-planting portions of the landscape plan. He said he would talk to City Attorney Dan Hartman, but thought a simple memorandum of understanding (MOU) between PALS and the City would suffice.
- Hartman drafted a document, board member and attorney Janine Gedmin filled in the language we needed to contribute, and we got on the September 3rd City Commission agenda.
- At that meeting, city commissioners approved the MOU between PALS and the City.
- PALS is currently in the process of hiring Sam and Liz Berkheiser of We Love Land to be project managers for the courtyard and tree-planting portions of the landscape plan.

Other activities since July 15, 2025

- PALS members helped with the Summer Reading Closeout Party on July 30th.
- The summer newsletter came out on August 1.
- Rich Lenhart hosted two STEAM sessions in August on rocket propulsion.
- In two years of operation, our online bookstore has earned \$10,664.67 for the library.
- We held our Fall Book Sale on September 6 and made \$360 for the library.

Upcoming Activities

- September 25: Classic Movie Night—"Where the Boys Are" (1960)
- October 25: Classic Scary Movie Night—"The Phantom of the Opera" (1925)
- November 20: Michael Rindler Author Event

- January & February: "WORLD TOUR"—four evenings of American, Greek, and Nigerian music, along with a slide talk by Caitlin Mccauley on "Biking the World."

Philaco Club Report

Karen Kessel invited member of the board to become member of the Philaco Club if interested.

Old Business:

Sondra Furbee followed up on the possibility of a library board member being a member of another citizen board in Apalachicola. It was determined by the city that the two boards should work together rather than having one person be a member of two boards.

New Business:

The updated Annual Plan of Service was presented to the board for approval to be submitted for the State Aide to Libraries Grant. It was reviewed by the board. The board then unanimously voted to approve the Annual Plan of Service for the year 2025.

Adjourn:

The next meeting will be held October 14.
Meeting was adjourned at 5:35 pm.