

**Augusta-Richmond County Public Library System**  
**823 Telfair Street**  
**Augusta, Georgia 30901**

**Minutes of the Regular Meeting**  
**Monday, June 17, 2019**  
**4:30 p.m.**

**I. CALL TO ORDER**

President Beverly Tarver called the regular meeting of the Augusta-Richmond County Public Library System Board of Trustees to order at 4:30 p.m.

**II. ROLL CALL**

Members Present: Ms. Beverly Tarver, President; Ms. Marian Brown; Ms. Sue Pittman; Ms. Lillie Hamilton; Ms. Beatrice Green; Mr. David Scott; Mr. Roy Jones. Also present: Ms. Jennie Feinberg (representing library director, Ms. Mashell Fashion); Ms. Erika Bobbitt (Friends of the Augusta Library), Ms. Tina Monaco (recorder).

Members Absent: Ms. Gwendolyn Rountree (excused); Ms. Ronic West (excused); Ms. Jacquelyn Dixon (excused); Mr. Phillip Williams (excused). Ex-officio member, Commissioner John Clarke was also absent.

**III. APPROVAL OF AGENDA**

Ms. Tarver stated a quorum of board members was present to approve the agenda, and called for a motion. Mr. Scott moved to approve the agenda, and Ms. Brown seconded. The motion carried.

**IV. APPROVAL OF MINUTES**

Ms. Tarver asked if there were any corrections that needed to be made to the minutes from the May 20, 2019 board meeting. Ms. Erika Bobbitt noted her name was misspelled on page one (1) under the ROLL CALL section. Her name is spelled with a **k** not **c**.

Mr. Scott pointed out several grammatical and substantive errors including the incorrect spelling of Ms. Alicia Markyna's last name under the SPECIAL PRESENTATIONS section. Under Director's Report, subset a. Mr. Scott suggested striking the "s" in "computers" and changing "has improved" to "has increased." Mr. Scott also noted the persistent use of incomplete sentences under UNFINISHED BUSINESS, specifically pertaining to the information recorded under "Longevity Increases for Staff." He also suggested striking the word "that's" in subset a. under "Security for Branch Libraries." Mr. Scott said he would be happy to speak with Ms. Erin Prentiss regarding the changes. Ms. Tarver agreed to arrange this.

Ms. Brown brought the board's attention to a typographical error in subset c. under Director's Report. The date 2019 is incorrect, and should be changed to 2018, and according to Ms. Tarver the statement "had to forward" in the same subset should be replaced with "forwarded."

Mr. Tarver called for other corrections. Ms. Bobbitt requested clarification regarding the sentence in subset c. of the Director's Report, which reads, "Board member recommends it is included in the contract as well." Ms. Tarver replied that "Board member" should be changed to "the board," but upon further discussion between Ms. Bobbitt and Ms. Tarver it was decided to instead strike the entire sentence, in addition to the preceding sentence.

Regarding the audit and recommendation, Ms. Tarver stated the board advised Bedingfield, McCutcheon and Perry, LLC the audit must be complete on or before March 30, 2019. Ms. Brown asked if the firm was in fact notified. Ms. Tarver replied that based on her last conversation with Ms. Fashion regarding the deadline, it had been taken care of. She went on to state that the firm had the necessary paperwork by October 2018, five months prior to the deadline of March 30, 2019. The board, she added, was not informed of the firm's failure to meet the deadline until the day before the audit was due, at which time Ms. Tarver sent a letter to Mr. Christopher Evans, Georgia Public Library Service Director of Finance, requesting an extension.

Mr. Tarver asked if there were further changes to the minutes, and when none came, she requested a motion to accept the revised minutes. Ms. Brown moved to accept, and Ms. Pittman seconded. The motion carried.

Ms. Tarver requested Ms. Prentiss correct and resend the minutes. Any concerns following the revisions will be addressed at the next board meeting. Mr. Tarver stressed the importance of having the minutes, which are the official public record of each board meeting, reflect the good work of the Augusta-Richmond County Public Library System Board of Trustees.

## **VI. TREASURER'S REPORT**

Ms. Jennie Feinberg, Head of Circulation and Technical Services introduced herself, and explained that she served as temporary proxy for library director, Ms. Mashell Fashion, who was vacationing.

Per Ms. Fashion's instruction, Ms. Feinberg explained the Local and State Treasurer's Reports for May 2019 as well as the banking statements, and the Augusta Richmond County Billing and Payment details included in this month's board packet.

### Local Treasurer's Report for May 2019

Ms. Fashion asked for the following line items under GENERAL FUND EXPENSES be highlighted as highest expenditures each month: 14. GEORGIA HEALTH INSURANCE (GHI), 31. SALARY (full-time), 37. TEACHERS RETIREMENT SYSTEM, 41. UTILITIES (Elec/Water/Gas), 42. WAGES (Part-Time).

The balance for FY 2019 is \$205,185.93. If the budget expenditure exceeds the remaining balance, the negative balances will be reflected in the full and part-time salaries. She also mentioned that 31. SALARY (full-time), and line 42. WAGES (Part-Time) were paid twice this month.

Following Ms. Feinberg's presentation of the Local Treasurer's Report, Ms. Tarver, Ms. Brown, and Ms. Bobbitt discussed the negative balances of the full and part-time salaries.

Ms. Feinberg informed the board that any questions regarding the May 2019 Treasurer's Report will be passed along to Ms. Fashion.

## State Treasurer's Report for May 2019

According to Ms. Fashion, all state funds must be spent by ARCPLS no later than June 30, 2019. If the funds fail to be allocated, the library system must reimburse Georgia Public Library Service.

Ms. Feinberg then went back to the second page of the Local Treasurer's Report to note the library received a donation from the Fifth Third Bank for \$3000.00 for the Summer Reading Program. Ms. Fashion also asked Ms. Feinberg to point out the MEETING ROOM income of \$1145.00 for May 2019.

Regarding the Local and State Treasurer's Reports, Ms. Tarver clarified with Ms. Feinberg that the expectation is ARCPLS will not be in the position of having to send money back to GPLS, and concerning the negative balances in SALARIES and WAGES, this will go towards the library system's existing debt with Richmond County.

## Banking Statements

Ms. Feinberg went over the banking statements Ms. Fashion included in the board packets, to include the following: Wells Fargo Snapshot-CD, Wells Fargo Checking, South State Bank Checking, Augusta Library Fund and Library Capital Fund. Ms. Feinberg emphasized the balance for the Augusta Library Fund (Community Foundation).

Ms. Tarver instructed Ms. Feinberg to ask Ms. Fashion the reason for the \$5,057.00 deduction from the Augusta Library Fund. Ms. Feinberg agreed.

## Augusta-Richmond County Billing and Payments

Per Ms. Fashion, the library system has paid Augusta-Richmond County Government the salaries for January-June 2019. She also included a list detailing the amounts:

- Salaries: \$761,304.52
- Miscellaneous: \$11,120.67 (Trash, Telephone, Copier, and Gas)
- Security (Marshal's Department): \$24,454.51
- Custodian: \$3,754.35
- Grand Total: \$800,631.05

Balance owed to Augusta-Richmond County Government as of June 5, 2019 is \$539,463.46.

Ms. Tarver pointed out that the date on the Augusta-Richmond County Billing and Payments document (June 4, 2019) differs from the date given by Ms. Fashion (June 5, 2019). She added the document does not include the last payroll check amount for June 2019, and asked Ms. Feinberg if there were two (2) more checks for June 2019. Ms. Tarver stated that if the pay period is every two weeks, there is another pay period to account for, and based on the information provided in the document given for review, June 2019 salary information is incomplete. Ms. Feinberg stated she would pass the question along to Ms. Fashion.

## **VII. REPORTS**

### **A. President's Report:**

Ms. Tarver called for a motion to go into closed session to discuss a personnel matter. Ms. Brown so moved; Ms. Pittman seconded. All present with the exception of Augusta-Richmond County Public Library Board of Trustees members left the boardroom.

Following the closed session, Ms. Feinberg, Ms. Bobbitt, and Ms. Monaco were invited back into the boardroom. Ms. Brown moved to reconvene the board meeting; Mr. Jones seconded. Motion carried.

Ms. Tarver stated there were recommendations from the closed session the board would like to share with their ex-officio member, Ms. Erika Bobbitt. Ms. Tarver asked Ms. Bobbitt if she would assist the director in creating an updated employee manual to include a grievance policy, as the current manual does not include one. She also asked that the board minutes be posted online, and made accessible to the public as soon as possible. Additionally, the director must email the library staff regarding patron incidents (disciplinary) within twenty-four (24) hours of occurrence, with basic information so the staff is aware of circumstances before hearing about the incident in the news. Finally, Ms. Tarver wants the board informed regarding the steps Ms. Fashion takes to communicate new library initiatives and decisions to the library staff.

Ms. Bobbitt asked when the board should expect these new initiatives to go into effect. Ms. Tarver stated the board would like a report on the new employee manual in thirty (30) days at the next board meeting (Monday, July 15, 2019), then another report on the progress of the manual in sixty (60) days at the Monday, August 19, 2019 board meeting. At ninety (90) days, the board will expect a completed draft for review and consideration. Following revisions, the board will vote the manual into effect. The whole process, Ms. Tarver stated, should not exceed 180 days. Concerning the minutes from the Augusta-Richmond County Public Library Board of Trustees meetings, Ms. Tarver said, once they are corrected and approved, they should be immediately posted online. The emails to staff regarding library incidents should be immediate as well, and Ms. Tarver will ask Ms. Fashion how new library initiatives are communicated to the staff.

Ms. Tarver informed the board that Commissioner Mary Davis is seeking suggestions for the District 3 seat.

### **B. Director's Report:**

Ms. Feinberg, acting on Ms. Fashion's behalf, gave the following report:

1. The ARCPLS Board of Trustees list has been updated for your review. If changes are needed, please contact Ms. Fashion.
  - Ms. Tarver pointed out several errors, and Ms. Feinberg said she will let Ms. Fashion know.
2. The staff directory has been updated for the boards review. New employees will be added as they are hired.
3. May 2019 Monthly Statistics were not included in the packets, but Ms. Feinberg passed those out to everyone. Ms. Feinberg noted that circulation statistics were down from last year, but not by much. The Sunday door count for May 2019 is 519.
  - Ms. Feinberg attributed the decrease in circulation numbers to Maxwell Branch being closed.
  - Computer and Wi-Fi use, she stated, are down in both areas, which she also attributes to Maxwell Branch being closed, contending that historically, the branch sees heavy computer usage.

4. The TRS Board of Trustees adopted a new employer's rate for FY 2021 of 19.06%. The rate for FY2019 is 20.90%. The monthly TRS billing per month averages approximately \$30,000 per month for employees. For FY 2018, the employer's rate was 16.81%.
5. The Appleby Garden Concert Series has thus far been a success. There are two (2) concerts remaining: June 18 (Kevin Bowman) and June 25 (Jessye Norman School of the Arts). Flyer was included in board packets. Concert begin at 8:00 pm. The library has collected approximately \$500.00 in donations.
  - Ms. Feinberg noted that pictures of the concert series were available to view through the library's social media subscriptions.
  - There was discussion between Ms. Bobbitt, Ms. Brown, and Ms. Tarver regarding the food truck not showing up for one of the concerts causing disappointment among the attendees who were planning to eat during the event.
6. Fireworks on the Patio is Thursday, July 4, beginning at 8:30 pm. Flyer was included in board packet.
  - Ms. Feinberg gave an overview of the event, and noted the success of the two previous events.
  - Ms. Pittman asked about the number of tickets sold, and Ms. Feinberg discussed the necessity of limiting the tickets, as fire code stipulates a maximum of 120 people on the third floor terrace. The past two events have seen approximately 100 attendees.
7. The 2018 Annual Report Committee completed a final review of the report last week. Committee member are: Ben Dudley, Erin Prentiss, Leah Holloway, Mashell Fashion and Jennie Feinberg. The annual report is currently at Strother's Printing and will be distributed at the July 2019 board meeting.
8. On Friday, June 7<sup>th</sup> at 11:00 am, Ms. Fashion met with Mr. Maurice McDowell, the Capital Outlay Manager, to discuss capital outlay funds for the Appleby Branch Library ADA compliance, and for the possibility of a new vehicle for the library. Mr. McDowell gave Ms. Fashion the required paperwork to complete for the purchase of a new vehicle. The library requested \$125,000 but did not receive FY2019 capital outlay funds from the county.
9. On Friday, June 7<sup>th</sup>, Erin Prentiss participated, on behalf of the library, in the Book Bash at the Kroc Center from 11:00 am – 2:00 pm, distributing free packets of books to children to promote the Summer Reading Program in the Harrisburg area.
10. The 2019 Summer Reading Program is going very well. The kickoff event was held at Headquarters on Saturday, June 1<sup>st</sup> with approximately 350 in attendance. All staff and board members are encouraged to participate in this program as well. It is for all ages. The program ends Friday, August 2<sup>nd</sup>.
11. The Mayor's Summer Reading Program began Monday, June 3 and ends Wednesday, June 26. Due to a decision made by the Federal Government, the Summer Feeding Program was reduced from six (6) to four (4) weeks this year.
12. There are currently 59 employees: 35 full-time and 24 part-time. The Assistant Director's position notice closed last week. Applicants will be screened and reviewed after Ms. Fashion has returned to work on Thursday, June 20<sup>th</sup>.
13. The response to Ms. Tarver's question regarding items that are classified as miscellaneous on the Blackbaud accounting are cameras, tripods, camera lens, gazebo tents, Christmas tree, and potting soil.
14. Ms. Fashion will be on vacation from July 5 – July 9.

**C. Committee Reports:** No reports

**D. Friends of the Library Report:**

Ms. Bobbitt discussed the Appleby Concert Series, and the continued support of the FOL. The friends have initiated a fundraising campaign at the suggestion of Nicole Ashworth from Appleby Library to design and sell

t-shirts. The design commemorates the sixty-fifth anniversary of the Appleby Concert Series. The shirts available in both long and short sleeves and can be found on the friends Facebook page.

The FOL is on track to have a summertime newsletter to go out in late July, early August 2019.

Ms. Bobbitt encouraged the board to “like” the FOL Facebook page.

Finally, Ms. Bobbitt mentioned the FOL online subscription renewal is now available on their webpage accessed through the library website, [www.arcpls.org](http://www.arcpls.org).

## **VIII. UNFINISHED BUSINESS**

- A. Update on Maxwell Service Design Services/Renovation:** the furniture will not be delivered until mid-July. Most of the shelving has been installed. A grand re-opening date has not been set. In response to Ms. Brown’s question about the sprinklers: there are no sprinklers at this location as per the Fire Inspection Report submitted to central services and the library.
- Ms. Brown stated that her actual question was whether the report stating there were no sprinklers at Maxwell Branch was in fact true. She assumed that the installation of sprinklers in a library would be a given. The answer to this question remains unanswered.
- B. Headquarters LVT Flooring (Luxury Vinyl Flooring):** the installation of LVT flooring on the first, second, and third floors of Headquarters began on Wednesday, May 28. The carpet in the auditorium and public areas on the first floor from the entrance to the restrooms will also be replaced. The library will remain open while the flooring is installed.

## **IX. NEW BUSINESS**

- A. Community Foundation Grant Agreement:** Ms. Tarver called for a motion to ratify the Community Foundation Grant Agreement. It was moved by Mr. Scott and seconded by Mr. Jones. Motion carried.
- B. Automatic and Security Estimate for Friedman Branch Cameras:** Ms. Tarver asked for a motion to ratify the estimate. It was moved by Mr. Scott, and seconded by Ms. Brown. The motion carried.
- As a point of discussion, Ms. Tarver did ask Mr. Fashion “whether this had to go out for bid, and Ms. Fashion checked with the purchasing office and said that this was acceptable and necessary in order to work with the rest of the system because they’re all tied together.”
- C. Marshal’s Office and Augusta-Richmond County Public Library Memorandum of Understanding (MOU):** Ms. Tarver asked for a motion to approve the MOU. It was moved by Mr. Scott, and seconded by Mr. Jones. The motion carried.
- Ms. Tarver asked for any discussion in the matter of the MOU. Ms. Bobbitt asked when the radios would be available to the Marshal’s at Friedman, Maxwell, and Wallace Libraries. Ms. Tarver replied that based on what the Marshal’s deputy stated, it would not be immediate.
- D. Augusta Partnership for Children, Inc. and Augusta-Richmond County Public Library Partnership Agreement Renewal:** Ms. Tarver asked for a motion to ratify. It was moved by Ms. Brown and seconded by Mr. Scott.
- Ms. Tarver stated that she understood this to be a longstanding partnership.
- E. Memorandum of Understanding by and between Augusta, Georgia and the Augusta-Richmond County Public Library System:** Ms. Tarver called for a motion to approve the MOU. It was moved by Mr. Scott and seconded by Ms. Brown. Motion carried.

**F. Constitution and Bylaws for the Augusta-Richmond County Public Library System:**

- Ms. Tarver made a request for volunteers to form a committee to review and revise. Ms. Bobbitt volunteered, as did Ms. Pittman.
- Mr. Scott suggested the entire board review and Ms. Tarver asked that the reviews be submitted to a committee. Mr. Scott agreed.
- Ms. Tarver pointed out the confusion regarding terms of service for board members. Ms. Fashion requested clarification on whether it is for two (2) years, three (3) years, or four (4) years. Ms. Tarver added that clarification was also needed in terms of whether an appointment continues to be valid once the commissioner who made the appointment is no longer in service.

**G. Augusta-Richmond County Public Library Blue Book Approved vs. Non-Approved:**

- Ms. Tarver will forward the state “prototype” to the board for review.

**H. EMCOR Service Maintenance Contract: Ms. Tarver called for a motion to approve. It was moved by Mr. Scott and seconded by Ms. Brown. Motion carried.**

**I. State Salary Approval Format Requirement for GPLS:**

- Ms. Tarver said she thought the board voted on this during the previous board meeting. Ms. Brown agreed. Ms. Feinberg stated that Ms. Fashion said a revised format had been received on 6/10/2019 by GPLS. Ms. Tarver asked for clarification, and Ms. Feinberg answered that the format perhaps differs from previous. Ms. Tarver suggested the distribution may be different, but she would like this item tabled until the next board meeting.
- Per Ms. Fashion the board minutes must be submitted with the audit report. Ms. Tarver stated that documentation of the approval of the audit is found in the May 20, 2019 minutes, but the necessary revisions must be made before they can be made public.

**X. PUBLIC COMMENT: None**

**XI. ADJOURNMENT:**

Ms. Tarver called for a motion to adjourn. Ms. Brown moved; Ms. Pittman seconded. Motion carried.

The meeting was adjourned at 6:15 pm.