Board of Trustees Augusta-Richmond County Public Library System 823 Telfair Street Augusta, GA 30901

Minutes of the Regular Meeting May 20, 2019 5 pm

I. CALL TO ORDER

The meeting was called to order by President Beverly Tarver at 5 pm.

II. ROLL CALL

Members present: Beverly Tarver– President, Roy Jones, Sue Pittman, Lillie Hamilton, Marian Brown, Phillip Williams, Gwendolyn Rountree, Beatrice Green, and David Scott. Ex-Officio members present: Mashell Fashion, Library Director, Commissioner John Clark. Members absent: Ronic West – excused and Jacquelyn Dixon-unexcused; Ex-Officio absent: Erika Bobbitt –Friends President

- III. APPROVAL OF AGENDA
 - A. The agenda was amended for a closed session to evaluate library director as well as discussion and votes regarding Marshal's Office radios for library security and the Summerville Tour of Homes.
 - a. The amended agenda was moved and seconded. The agenda was unanimously approved.

IV. SPECIAL PRESENTATIONS

- A. Ms. Alicia Markyna from Bedingfield, McCutcheon, and Perry, LLC
 - Ms. Markyna discussed that Fiscal Year 2017 did not have a full audit but agreed upon procedures (AUP) while she did a full audit in 2018. Therefore, comparing the two years' results could be misleading.
 - b. Ms. Markyna explained local funding has been the same amount for years. She explained the state requires the library to have at least the same amount from local governments every year, but the state is decreasing their contribution.
 - c. Ms. Markyna explained that the Augusta-Richmond County (ARC) government requires a full financial audit every year, which is an added expense.
 - d. All entities have risk per Ms. Markyna. One of the Augusta-Richmond County Public Library System's (ARCPLS') risks is being dependent on the state and ARC government for its funding. If those funds went away, the library could close.
 - e. The other risk is having more money in one financial institution than the Federal Deposit Insurance Corporation (FDIC) insures (250,000 for each depositor and each account ownership category. The FDIC does not insure mutual funds). She suggested spreading the library's funds across different banks to make sure all funds are FDIC insured.
- B. Mr. Scott Peebles from the Marshal's Office
 - a. ARCPLS has chosen the Marshal's Office to provide security at the hourly staffing rate at three additional branches: Friedman, Maxwell and Wallace.
 - b. Three radios are required at the branches, which cost \$13,521. Airtime costs about \$1,300 a year. The Marshal's Office has agreed to pay half the cost of the radios and requests that the library pay the other half.
 - c. Used radios are not an option as the county is developing a new network. These radios will be compatible with surrounding counties
 - d. The Marshal's Office requested a response about the purchase of radios within 30 days.
- C. Mr. David Pulling from the Summerville Tour of Homes
 - a. Mr. Pulling requested that the Board of Trustees (BoT) to partner with Summerville Neighborhood Association for October 25-27 to use the grounds of Appleby Branch Library for the Summerville Tours of Homes. The Association would come in Friday night and have a vendor village with Georgia Grown and about 15 local artisans during that time.
 - b. There was a motion from the BoT to amend the agenda to include vote on this proposal. It was seconded and unanimously approved.

- V. MINUTES
 - A. Mr. Jones needs to be added to minutes to be shown as present. There were other suggestions of financial institutions to consider for investment. There were some grammar issues as well.
 - B. The amended minutes were approved unanimously.
- VI. TREASURER'S REPORT
 - A. Ms. Fashion presented all banking statements, income, and balance statements from the packet.
 - B. State funding has remained the same. State funds must be spent by the 30th of June, or the library system must return any leftover funds.
 - C. Insurance, salaries, and Teachers' Retirement System contributions have cost \$74,055.44 for the month of May 2019
 - D. The library has a \$437,466.54 balance to cover the months of May and June.
 - E. The library has a \$609,000 deficit to Richmond County for FY 19 salaries.
 - F. A question was asked about miscellaneous items in the budget. Ms. Fashion explained the business manager has to re-visit Blackbaud accounting software to verify if there were notations in those fields as the chart of accounts had been cleaned up to eliminate pay codes no longer required for the library's accounting
 - G. Community Foundation fund had an increase in investment income.

VII. EXECUTIVE SESSION

- A. BoT moved, seconded, and unanimously approved to go into closed session for personnel issues at 5:15 pm.
- B. BoT moved, seconded, and unanimously approved to come out of closed session 5:45 pm.

VIII. DIRECTOR'S EVALUATION

- A. The BoT moved, seconded, and unanimously approved director's evaluation. Georgia Public Library Service (GPLS) requires signatures of board president and library director. BoT president and director signed evaluation.
- B. The BoT requested Ms. Fashion locate the board constitution, bylaws, and employee handbook for the next board meeting because employee policies had been changed under a previous administration without board approval.
- C. It was suggested that both the unauthorized and the previously approved employee handbook be brought to each board meeting.
- D. Ms. Tarver asked if Mr. Jones and Ms. Green would like to be reappointed because their commissioners need to formally go through that process. There is one vacancy on the board.
- E. A suggestion was made for the board president to contact Richmond County Commission about reappointing board members and getting the vacancy filled.

IX. REPORTS

- A. President's Report:
 - a. No report.
- B. Director's Report:
 - May 2019 Sunday door count was 549. Computer and Wi-Fi use has increased. There were good volunteer numbers for the month. We are working on increasing special needs programs. The Summer Reading Program (SRP) flier was included in packet. SRP begins May 31 and ends August 2. The SRP Kickoff is June 1, 11-2.
 - b. The 2019 PINES annual user satisfaction survey from GPLS was included in the board packet.
 - c. ARCPLS received a Wells Fargo grant for \$3000, \$1500 from Fifth-Third Bank, \$400 from library patrons, \$500 from Augusta Authors Club. \$800 from Ms. Wanda Calhoun's estate and \$2500 honorarium for hosting Free File event for Rep. Rick Allen.
 - d. The audit is complete. ARCPLS did not meet the deadline of April 30. Audit materials were given to Bedingfield, McCutcheon and Perry, LLC, in October 2018. Ms. Tarver forwarded a letter to

Mr. Christopher Evans, Georgia Public Library Service Director of Finance, to request an extension for the library's FY 2018 financial audit. It has been recommended if the current firm is to continue auditing, a deadline date should be included in engagement letter. The 2019 audit is due March 30, 2020. The 2019 completion report and 2020 budget must be turned in by June 14. The audit costs \$8,500.

- e. The Writer in Residence report for April from Ms. Corbin was reviewed. Ms. Fashion is working with Central Services on getting a glass door for the future Yerby Institute room on the third floor at the Headquarters Library. There are a few items that need to be removed from that room.
- f. Ms. Fashion attended the library directors' meeting in Valdosta, Georgia.
- g. The library received the E-rate grant for \$ 44,359.96 for the library's internet provider for FY 2020. The E-rate program has been revamped and library's paperwork is complete. E-rate will pay for 90% of our internet services.
- h. The library has 59 employees, 35 who are full-time (FT) and 24 part-time (PT). There were three resignations, one FT and two student assistants, PT. We are recruiting for Library Assistant III positions at Maxwell and Library Assistant I in Children's Department. Ms. Fashion hopes to have an assistant director position posted and filled soon.
- i. The annual booklet committee is working on 2018 annual report. A draft copy was provided for the BoT to review.
- j. Ms. Fashion will be on vacation May 23 and 24 and June 12-19.
- k. Georgia Public Library System has developed a schedule for library's financial information with due dates assigned.
- C. Committee Reports:
 - a. None
- D. Friends of the Library Report:
 - a. None.
 - b. Ms. Tarver noted that the Friends of the Library online registration portal is online and working.

X. UNFINISHED BUSINESS

- A. Update On Maxwell Design Services/Renovation
 - a. The Maxwell Branch (MB) renovation is 98% complete. The furniture will not arrive until mid-July according to the supplier, and shelving issues remain with the work from Georgia Correctional Industries (GCI). Pieces for the shelves were not cut properly, and there are missing screws, bottom shelves, and panels.
 - b. Ms. Fashion has corresponded with GCI about when they will complete additional work. GCI will not be paid until additional work is completed.
 - c. Because of the furniture and shelving delays, there is no grand reopening date at this time.
 - d. The Fire inspection report says there are no sprinklers for Maxwell Branch, but Ms. Fashion will check to see if sprinklers are there and report back to the BoT.
 - B. Security for Branch Libraries (Marshal's Department)
 - a. The radios for the marshals will cost the library \$6,760.50, which is half the price of the radios (the Marshal's Office will pay the other half of the cost). Ms. Fashion explained that the library can pay for the radios in installments on the quarterly billing.
 - b. Ms. Fashion previously checked with the ARC Information Technology Department, and the IT Department explained that there were no extra radios and with the frequency change of the radio network, so there are no other options for procuring radios.
 - c. There was a motion from the floor to pay half of radios for Marshal's Office for security for three additional branches. It was seconded and unanimously approved.
 - C. Longevity Increases for Staff

- a. Human Resources (HR) sent a list of five staff who would receive a longevity increase, which was provided to the board. The staff started receiving this amount on their first paycheck in May.
- b. There was discussion about having to match what ARC is paying for payroll to keep employees while the library budget is not keeping pace.

XI. New Business

- A. Public Art Installation Wallace Branch
 - a. The Greater Augusta Arts Council wants to install flat piece of artwork on side of building facing Tabernacle. This would be a permanent installation.
 - b. There was discussion about future RC budgets and where funds might be coming from. There was discussion regarding how public art funding is coming through the Arts Council through grants and foundations.
 - c. There was discussion about the appropriateness of the public art. There was discussion that existing public art that has been seen has not been controversial. Commissioner Clark remarked that artwork is not controversial and would add to the library.
 - d. There was a motion to approve public artwork at Wallace branch contingent on that board will approve artwork in advance. The motion was seconded and unanimously approved.
- B. Branch Delivery Courier Service Contract
 - a. The current courier service contract expires June 30, 2019 and is non-renewalable.
 - b. Ms. Fashion contacted four delivery firms. Some firms responded that there were not enough hours for them to quote.
 - c. Ms. Fashion received only one quote from C's Delivery. She plans to to explore additional options but a decision needs to be made soon due to the ending contract courier date.
 - d. Staff cannot do delivery and continue in their current positions.
 - e. There was discussion of miles involved—about 40 miles round trip per Ms. Fashion. It typically takes about 3 hours a day, 3 days a week for the courier. There are a lot of materials being moved, including PINES materials going to other libraries in Georgia.
 - f. There was discussion that the quoted cost is exorbitant. Current courier is making about 15,600 a year—about \$75 a day. C's Delivery quote is approximately double at \$26,988 a year.
 - g. Ms. Fashion explained that she went through the phone book to find couriers, and many were no longer in business. She discussed that couriers have to be licensed and bonded and insured.
 - h. There was discussion about about how short of a time frame this contract could be.
 - i. Ms. Fashion explained that it took about 2 months to get this quote. This process would take longer if they were to go through the county for the contract process.
 - j. Ms. Fashion thinks the shortest contract that C's Delivery could do might be 6 months, but she does not know if the delivery service would agree.
 - k. There was discussion about if a part timer could do this. Ms. Fashion explained that there would have to be a new job description and it would take longer to add the part time position than the time that is left on the contract.
 - I. There was discussion that the Economic Opportunity Authority (EOA) has a courier service and ARC has its own courier service. The Board of Education uses their safety officers.
 - m. Ms. Fashion will continue to look for a lower price.
- C. Headquarters LVT Flooring (Luxury Vinyl Tile)
 - a. Mr. Hazel with H & H concrete will be replacing auditorium flooring, flooring from entrance to 1st floor bathrooms, and staff areas on all floors.
 - b. The current plan is to start in staff areas first and then the public area. The plan is to leave the library open. Ms. Fashion is waiting on the final package from Central Services.
- D. Legacy Link Agreement Renewal
 - a. Legacy Link is combining the service years of 2019 and 2020 in their contract.
 - b. The library has 5 participants right now participating in the program.
 - c. A signed contract is required for the library to continue to receive trainees.

- E. Memorandum of Understanding for Maintenance, Repair, and Renovation- Appleby Branch
 - a. There was a complaint about accessibility for the Appleby Branch Library (AB), and now the library must update the building to make it accessible for all patrons.
 - b. ARCPLS received \$212,500 from Georgia Public Library Service to help with Americans with Disabilities Act (ADA) compliance at AB.
- F. ADA Compliance for Appleby Branch Library
 - a. Ms. Fashion spoke with county officials about seeing if we can get capital outlay funds to help with the accessibility project at AB.
 - b. ARCPLS has put signs out at the library explaining that if patrons need service, they can call and have the staff bring items out to them. This information must also be put on website.
 - c. AB is the only library not in ADA compliance.
 - d. One of the ways of making AB compliant would be to install an elevator or a lift. Ms. Fashion would prefer an elevator on the far left side instead of the Johns Road side.
 - e. There will be a meeting on May 28 to discuss progress on ADA compliance at AB, with Mr. Maurice McDowell, the Capital Outlay Manager.
- G. 2% Pay Increase for State Reimbursed Positions/Supplement for Director
 - a. State Employees were given a 2% increase for the State Reimbursed Positions.
 - b. There is a third state paid position budget item from the state open now, but ARCPLS can only use these state funds to pay personnel, so it will be split between Ms. Prentiss and Mr. Liner. This has to be approved by BoT for audit procedures, recorded in minutes, and submitted w/2020 audit.
- H. Library Director Salary for FY 2020
 - a. There was a motion to approve the library director's salary for FY 2020. It was seconded and unanimously approved. Ms. Fashion's salary for FY 2020 year is \$104,971.23.
- I. Georgia Libraries for Accessible Statewide Services (GLASS) Contract from GPLS sent to us recently.
 - a. There are one full-time and two part-time employees at ARCPLS who are paid through the GLASS grant from GPLS.
 - b. GPLS continued the contract for another year. It needs to be approved, signed, and sent back ASAP.
 - c. There was a motion for the GLASS contract to be approved. It was seconded and unanimously approved.
- J. Summerville Neighborhood Association Tour of Homes Partnership
 - a. There was a motion to approve the Summerville Neighborhood Association Partnership for the Summerville Tour of Homes. It was seconded and unanimously approved.
 - b. Ms. Fashion will let the Mr. Pulling know about the approval.

PUBLIC COMMENT - None

ADJOURNMENT

Ms. Tarver adjourned the meeting at 6:54 pm. Erin Prentiss - Recorder