

Board of Trustees Regular Meeting
July 15, 2019
Augusta-Richmond County Public Library
4:30pm

I. CALL TO ORDER

The meeting was called to order by President Beverly Tarver at 4:31pm.

II. ROLL CALL

Members Present: Beatrice Green, Roy Jones, Sue Pittman, Phillip Williams, Beverly Tarver, David Scott, Lillie Hamilton, Ronic West. Ex-officio members present: Mashell Fashion, Library Director, Erika Bobbitt, Friends of the Augusta Library President. Members Absent: Ms. Marian Brown (excused), Ms. Jacquelyn Dixon (unexcused), Commissioner John Clark (excused)

III. APPROVAL OF AGENDA

The agenda was moved and seconded. It was unanimously approved.

IV. MINUTES:

- A. The June minutes was moved and seconded. It was unanimously approved.

V. TREASURER'S REPORT

- A. Banking statements were provided from Wells Fargo and South State Bank. Reports were provided from Augusta Fund and Augusta Capital Fund. It was noted that the capital fund had a rate of return of 2.6% while the library fund was showing a rate of return of 23%.
- B. Augusta-Richmond County Public Library System (ARCPLS) is working on paying Augusta-Richmond County (ARC) Government for funds owed.
- C. All FY 2019 State fund balances must be \$0.00 by the end of June 2019. Ms. Fashion and the business manager, Ms. Moore, will review the Blackbaud accounting chart of account codes to make sure that all state funds were spent by the end of June 2019.
- D. The library submitted a request for reimbursement for Maintenance Repair and Renovation funds for the Wallace Branch new roof.
- E. There is a balance of \$473.77 in local funds for the end of fiscal year 2019 (FY 19).
- F. ARCPLS received a small donation income in June. The meeting room income is at a standstill due to construction in the Headquarters auditorium.
- G. The income and balance statements were included in the July board of trustees' packets as required by the Georgia Public Library Service (GPLS) every quarter.
- H. Total revenue for 2019 was \$2,705,478.16 and total expenditures were \$2,945,750.84.

VII. REPORTS

- A. President's Report
 - a. Ex-officio members do not have to leave in executive closed session per Robert's Rules of Order.
 - b. Ms. Fashion, Ms. Tarver, Ms. Brown, and Mr. Jones attended Dr. Rountree's funeral in Vidalia, Georgia.
 - c. Ms. Tarver will contact Senator Harold Jones about a replacement for Dr. Rountree's board seat, which is appointed by the Augusta Legislative Delegation for the state of Georgia.

B. DIRECTOR'S REPORT

- a. Ms. Fashion provided an updated board of trustees listing.
- b. The state allotment for fiscal year 2020 (FY 2020) is:
 - i. \$284,616.00 for state salaries,
 - ii. \$50,175.00 for system services,
 - iii. \$72,514.00 for materials as a result of an increase in state funding for materials to .35 per capita
 - iv. \$78,082 for the Talking Books Grant.

The total state allotment was \$477,039.00, \$8,348 more than FY 19.
- c. Ms. Fashion provided information in the July packet about the status of strategic plan initiative 1, "Fuel the passion for reading, personal growth, and learning."
- d. Ms. Fashion updated the board about strategic initiative 4: "Foster an organizational culture of innovation and excellence." She held her fourth director's roundtable meeting. Staff feedback from this meeting included a desire to increase the library budget, have merit raises, increase staffing, plan more programs, and have ARCPLS Board of Trustees (BoT) be more visible and attend more programs.
- e. The Sunday Door Count for June was 992.
- f. Circulation increased by 2,405. However, computer use decreased by 2,405 and Wi-Fi use decreased by 457.
- g. There is lower patron traffic at Friedman library due to construction on Wrightsboro Road.
- h. The Summer Reading Program (SRP) is going well and ends on August 2.
- i. The Back to School Bash was Thursday, July 18. ARCPLS collaborated with Richmond County Council of PTAs and CareSource to host this.
- j. Marshal's Office will pay the entire cost of the radios for security.
- k. ARCPLS has 59 employees, 34 full time and 25 part time. There was one resignation.
- l. There are seven applicants for the assistant director position. There is a panel to narrow the applicants down to four.
- m. ARCPLS will hire two library assistant positions and two custodians.
- n. Judge Brown and Ms. Catherine Balducci visited Ms. Fashion to discuss how the library can serve the community regarding legal services, tax forms, etc.
- o. Ms. Tina Monaco will apply for a grant for the Knox Foundation to digitize the Augusta Herald from 1898-1924. Those years are out of copyright and can be digitized. The cost of the project is \$50,452. The project would be under ARCPLS name and available free to the public online.
- p. Ms. Fashion is working on the FY 2020 ARC budget, the 2019 state annual report, procedural manuals for the library system, and the FY 2019 state completion report.
- q. Ms. Fashion, the business manager, and the data entry assistant are working on closing out the library's year-end reports for the 2019 financial audit as soon as possible.
- r. Mr. Acree, ARC Architect, is putting together a proposal for American for Disabilities Act (ADA) compliance at the Appleby Branch (AB). ARCPLS received state matching MRR funds of \$225,000 from GPLS and may have to use local funds if no capital outlay funds are provided from the ARC government. Ms. Fashion is working with Mr. Maurice McDowell, Interim Deputy Administrator, for the ARC government, to secure additional funds for the AB project.

- s. B & B Puppet Theater sold tickets for an event that the organization rented meeting room space for at Diamond Lakes Library. A patron told the staff that they purchased tickets. Ms. Fashion informed B & B Puppet they could not charge for an event and they needed to get approval from the board of trustees to have an event where they charge for attendance.
- t. There was a discussion about posting events that have to be free at the library. Ms. Fashion informed the BoT that the meeting room policy needs to be revised.
- u. Ms. Fashion will be out 7/16 – 7/21 for a family member’s funeral.
- v. Ms. Tarver noted that Ms. Marian Brown was appointed by the late Commissioner Andrew Jefferson.

C. COMMITTEE REPORTS

- a. There were no committee reports.
- b. Board of trustees are working through the library’s Constitution and Bylaws to make the necessary changes.
- c. Ms. Fashion held a Blue Book policy and procedure committee meeting on 7/16. There are eight members. The committee members will work in teams of two to review and revise the Blue Book as needed. There should be a status update on this project at the next board meeting.

D. FRIENDS OF THE AUGUSTA LIBRARY (FoTAL) REPORT

- a. FoTAL is selling \$5 Belk coupons. The Friends will receive all that money. On the sale day, those with the coupons will get \$5 off. The sale day is August 24. Belk cardholders will have a preview day on August 23.
- b. The FoTAL Summer newsletter will print this week. It should be in the mail within the next 10 days. The Friends announced their 2019 writing contest from July 19 through August 30. The winner will be announced in the winter newsletter. A PDF of the winter newsletter will be posted to the library’s website.

VIII. UNFINISHED BUSINESS

A. Update on Maxwell Service Design Services/Renovation

- A. The ribbon cutting/grand reopening celebration will be held on August 14 at 9 a.m. There will be a small program with representatives from the BoT, the Augusta Commission, and the mayor’s office.
- B. Work is being done on stabilizing the shelving with missing parts. Staff will start moving materials from storage to Maxwell in the next two weeks.
- C. The Maxwell library did not meet the requirements for a sprinkler system per code according to Ms. Amanda Gascon at McMillan, Pazdan, and Smith. This would have been an expensive elective upgrade that the project budget could not facilitate given the scope of the project.

B. Headquarters LVT Flooring (Luxury Vinyl Flooring)

- A. H & H Concrete is moving along with installing LVT flooring in the Headquarters library (HQ) in the staff areas on all floors, the auditorium, and the first floor up to the circulation desk. Work on side B of the auditorium began July 1, 2019.
- B. Ms. Fashion does not expect losing any service hours due to flooring installation.

C. ARCPLS Constitution and Bylaws

- A. There were questions about the BoT members’ term limits, term length, and commissioner appointments when a commissioner leaves as well as changing the trustee term end month.

- B. Review of past BoTs showed that trustee term length varied over the years. Ms. Tarver believes the BoT member's terms are to coincide with the ARC commissioners' terms. The commissioners' terms are 4 years.
- D. June 2019 Incident Reports
 - A. Ms. Fashion and Ms. Geddings, the Administrative Assistant, are working out how to best present the reports.
 - B. Staff have been reminded they need to contact Ms. Fashion and Ms. Geddings to let them know there was an incident and send a complete incident report to her as soon as possible.
 - C. There was a dismissal form completed for one patron. Dismissal letters are normally mailed to the policy violators. A dismissal letter is kept at the marshals' desk.
 - D. Ms. Geddings created a form for the types of violations that is being refined.
- E. Update on Blue Book Report/Grievance Policy
 - A. Most of the grievance policy is complete for board review. A draft copy was sent to Ms. Bobbitt for review.
 - B. Ms. Fashion looked at other public library's grievance policies as well.
 - C. Ms. Fashion will send the Board of Trustees (BoT) members a copy of the grievance policy in advance of the next board meeting.
- F. Justification for the Purchase of a New Vehicle
 - A. Ms. Fashion spoke with Mr. Maurice McDowell, Capital Outlay Manager and Interim Deputy Administrator for ARC. The library's vehicle is a 2001 Chevy Van that is difficult to enter and exit as well as difficult to park.
 - B. Ms. Fashion completed and submitted a capital outlay form to request a new vehicle for ARCPLS. If approved, the funds for the vehicle would come out of the ARC government capital outlay budget and not the ARCPLS operation budget.
- G. Appleby Branch Concert Series Report
 - A. Ms. Fashion reported about the events, attendance, and donations.
- H. Library Director Salary Breakdown for Audit by GPLS
 - A. The BoT voted on the salary previously, but GPLS requires that the director's salary be reported with a specific breakdown of the salary in the BoT minutes.
 - B. The director's salary of \$104, 971.23 as detailed below was moved, seconded, and unanimously approved by the BoT:
 - i. State salary: \$64,613.02
 - ii. Local funds: \$11, 916.27
 - iii. Benefits: \$28,441.94 (Teacher's Retirement System (TRS), \$13,456.42; State Health Benefits \$10,116.00; and FICA taxes \$4,869.52)

IX. NEW BUSINESS

- A. EMCOR HVAC Compressor for 1st Floor Server Room (Ratify)
 - a. The air conditioning compressor in the server room on the first floor of HQ stopped functioning. Ms. Fashion made an emergency executive decision for this repair service.
 - b. Members of the BoT requested that Ms. Fashion investigate using servers on the cloud. Ms. Fashion will have IT staff look into the strengths and weaknesses of using servers in the cloud.
 - c. The emergency EMCOR HVAC Compressor purchase was moved, seconded, and unanimously approved.
- B. 2019 Annual Document for State Annual Reports

- a. This document must be completed annually. Some parts of the document require the BoT president to sign.
- C. Vandal Resistant Buttons for Public and Staff Elevators
 - a. We have replaced these buttons in the public and staff elevators several times. The quote will be included in the next board packet for the August board meeting.
- D. Star War Performance Contract-James Mathis-October 12, 2019
 - a. Moved, seconded, and unanimously approved.
- E. 2019 Audit Financial Engagement Letter-Bedingfield, McCutcheon, and Perry
 - a. This letter includes a timeline and completion dates.
 - b. The audit will be due in March 30 and the audit should be completed by March 1, 2020 per the agreement signed.
 - c. The estimated cost for the audit will be between \$8,500 and \$9,000. This is for a full audit as required by the ARC Government.
 - d. The 2019 Audit Financial Engagement Letter for Bedingfield, McCutcheon, and Perry was moved, seconded, and unanimously approved.
- F. Annual and Service Maintenance Estimate for HQ's Self-checkouts and Staff Workstations – Bibliotheca
 - a. Bibliotheca's extended warranty quote for self-checkout and RFID (radio frequency identification) decreased by \$1,986.13 from the previous year to \$24,438.58.
 - b. Paying Bibliotheca for their extended warranty was motioned, seconded, and unanimously approved.
- F. Bankers Life Brokerage Account (Ms. Wanda Calhoun Estate)
 - a. Ms. Calhoun left a brokerage account to the library. Per the broker, Mr. Helton, the funds can be left in the brokerage account or the funds could be given to the library system. A contact name would need to be submitted if the funds were left in the brokerage account.
 - b. The board will review the account at the next meeting.
- I. Renewal of the Wells Fargo Certificate of Deposit (CD)
 - A. The CD has matured. The account's current balance is \$181,289.67. The rate changes every Tuesday. CD terms can be different lengths, and the interest rate ranges from 0.05% to 2%.
 - B. Ms. Fashion will contact the Community Foundation to get more information about the possibility to moving the CD money to the Community Foundation after floor discussion. She will also ask Mr. Helton at Wells Fargo if there are shorter terms for a CD and if there are penalties for early withdrawal to allow the board to further consider where to invest the money in the CD account that has matured.
- X. Public Comment
 - A. There was discussion among the trustees regarding other avenues of revenue, including estate giving and an endowment.
 - B. Ms. Fashion noted that Ms. Brown, Mr. Scott, Ms. Fashion, Mr. Williams are on the strategic plan committee to work on finding other avenues of revenue for ARCPLS. Ms. Fashion will resend the strategic plan to the BoT.
- XI. Adjournment
 - A. A motion to adjourn was seconded. The BoT meeting adjourned at 5:58 pm.