

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

**Minutes of the Regular Meeting
Monday, August 19, 2019
4:30 p.m.**

I. CALL TO ORDER

Mr. Phillip Williams 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: Mr. Phillip Williams, Vice President; Ms. Marian Brown; Ms. Sue Pittman; Ms. Lillie Hamilton; Ms. Beatrice Green; Mr. David Scott; Mr. Roy Jones. Also present: Ms. Mashell Fashion, Library Director; Ms. Tina Monaco; Commissioner John Clarke.

Members Absent: Ms. Beverly Tarver, President (excused); Ms. Ronic West (excused); Ms. Jacquelyn Dixon (excused). Ex-officio member Erika Bobbitt, Friends of the Augusta Library President was also absent (excused).

III. APPROVAL OF AGENDA

Approval of the agenda was moved, seconded, and unanimously approved.

IV. SPECIAL PRESENTATION

Mr. Williams introduced Ms. Kerrie Sirmans, Program Coordinator for GeorgiaCares. Ms. Erin Prentiss, Outreach Librarian asked Ms. Sirmans to speak regarding a possible partnership between Augusta-Richmond County Public Library System and GeorgiaCares. According to the brochure Ms. Sirmans handed out, GeorgiaCares, "provides free, unbiased and factual information and assistance regarding Medicare and other related health insurance." The program is federally funded and a division of Georgia Department of Human Services. It is a resource tool for Medicare beneficiaries to utilize when navigating the intricacies of Medicare and other insurance programs.

Ms. Sirmans believes the library is the ideal place to deliver GeorgiaCare services to the community, as it is a meeting place for so many individuals within the CSRA.

The board thanked Ms. Sirmans for her presentation.

V. APPROVAL OF MINUTES

Mr. Williams asked if there were corrections to the minutes from July 15, 2019.

Ms. Brown referred to IX. NEW BUSINESS, under C. Vandal Resistant Buttons for Public and Staff Elevators. The first sentence in subset a. needs the addition of the word "times" to complete the sentence.

The minutes as corrected were moved, seconded, and unanimously approved.

VI. TREASURER'S REPORT

Ms. Fashion referred to the July 2019 Treasurer's Report and indicated that the State Materials Grant Budget is \$72,514.00, not the previously stated \$50,175.00.

With regard to the Local Treasurer's Report, Ms. Fashion reminded the board that the library is beginning a new fiscal year, and the state budget is in place, reflected in the second column of the report. Column 3 lists the expenditures for July 2019. Ms. Fashion highlighted the total payout of \$351,032.95 for the month, and pointed out payments to Georgia Health Insurance, Guard Service, Salary (full-time), Teachers Retirement System, Utilities, and Wages (Part-time).

Ms. Fashion discussed meeting room revenue, and two gifts of \$1000.00 and \$5000.00 donated to the library.

Ms. Fashion referred the board to the ARC Library billing and payment reconciliation sheet, which reflects the amount the library owes Richmond County (\$475,833.99).

Finally, Ms. Fashion explained the banking statements (Wells Fargo, South State Bank) as well as statements from the Community Foundation Augusta Library Fund and Augusta Library Capital Fund.

VII. REPORTS

A. President's Report: No Report.

B. Director's Report: Ms. Fashion reported the following:

1. The governor requested Georgia Public Library Service (GPLS) reduce its budget by 4%, and requested a 6% reduction in 2021, which will affect the state grants. This will come out of the library's materials grant, or the system services grant. Further instructions will come from GPLS.
2. The Sunday door count for July 2019 was 779. The reference count was high (7791), which Ms. Fashion attributed to the Summer Reading Program. The library recorded 604 volunteer hours. Public computer usage decreased by 4000, and WIFI decreased by 300.
3. The Summer Reading Program ended on Friday, August 2nd. Ms. Fashion thanked Dana Peterson (Young Adult Librarian) and Carrie Koerber (Children's Librarian) for all their work in making the program a success.
4. The library hosted the Back to School Bash on Saturday, July 18, 2019 with over 1000 in attendance.
5. **eRead Kids** (pre-K to 4) is a new literacy initiative launched by Georgia Public Library Service. It includes over 15,000 electronic and audio books, and is available through GALILEO.
6. The Augusta National Employee Giving Program awarded ARCPLS a grant of \$1,500, administered through the Community Foundation for the Central Savannah River Area.
7. ARCPLS is the recipient of a 2019 Literacy Initiative Grant from the Community Foundation for \$3,500, which will be used to develop literacy programs in Harrisburg.
8. Appleby Library will not be headquarters for the 2019 Summerville Tour of Homes, but will return in 2020.
9. Reimbursement paperwork was completed for Wallace Branch Library's new roof. The total cost was \$22,702.00. This money goes back to Richmond County's SPLOST fund.
10. In 2020, ARCPLS will receive a grant of \$33,276.34 for computer maintenance.
11. Ms. Cheryl Corbin submitted two (2) reports detailing the activities of the Yerby Institute.
12. Currently, ARCPLS has 58 employees: 33 full-time, 25 part-time, with one (1) full-time resignation in July, and two (2) part-time resignations.
13. Ms. Fashion has chosen the new assistant director. She is waiting for the candidate to be processed through Richmond County Human Resources before making an official announcement. The assistant director should be onboard by early October 2019.

14. Employer's rate for the state health plan will remain the same in 2020 (\$843.00 per full-time employee) with a total of \$26,976.00 paid by ARCPLS per month.
15. Per Ms. Beverly Tarver's request, Ben Dudley conducted a cost analysis for Amazon Web Services and the ARCPLS In-house server. Based on his findings, transferring the library's servers to Amazon Web Services would be cost prohibitive, and eliminate the funding the library receives from the State MRR Grant.
16. Ms. Fashion is attending the library director's meeting in Evans, Georgia on September 18 – September 20, 2019.
17. Davis Landscape has been chosen as the library's new lawn company.
18. The grand reopening for the newly renovated Jeff Maxwell Branch Library was a great success. The board members who were present for the event remarked that it was well attended.
19. Ms. Fashion is currently preparing the year-end reports that are necessary for the library's next audit.
20. Ms. Fashion will be on vacation August 21 – August 27, 2019.

Following the Director's Report Ms. Brown asked Ms. Fashion if the library's lawn company is responsible for picking up litter on library premises, particularly cigarette butts. Ms. Fashion answered that library custodians typically pick up litter in the mornings. Mr. Brown and Mr. Williams discussed the problem of cigarette butts on library premises, as well as in Richmond County as a whole.

B. Committee Reports: No reports.

C. Friends of the Library Report: Ms. Bobbitt was not in attendance, but provided a report via Mr. Phillip Williams.

- The Belk Fundraiser will be Saturday, August 24, 2019 and tickets are available for \$5.00.
- The summer newsletter has gone out, and the next newsletter will be released this fall.
- The Friends of the Augusta Library writing contest is well underway, and so far, they have received several entries. The deadline for submissions is Friday, August 30, 2019.
- The Friends had two (2) additional members join the council.
- The Friends donated books to the Burke County Detention Center.

VIII. UNFINISHED BUSINESS

A. Wells Fargo CD Account/Community Foundation/Ms. Shell Berry: Ms. Fashion explained that the Wells Fargo CD is not generating sufficient income (0.05%), as it was not renewed. Ms. Berry advises transfer of the monies to a separate account not associated with the Augusta Library Fund or Augusta Library Capital Fund Accounts. Ms. Fashion suggested having Ms. Berry speak at the board retreat regarding the matter.

- Mr. Williams agrees that either Ms. Berry or another representative should come speak about other alternatives for the funds so the board can make a more informed decision.

B. Headquarters LVT Flooring (Luxury Vinyl Flooring) The company is in the process of laying the vinyl flooring with a completion date of September 15, 2019.

C. July 2019 Incident Reports: Ms. Fashion provided the board with library incident reports spanning July/August 2019.

- Mr. Scott asked if the patron infractions over this two (2) month period were typical, and Ms. Fashion answered yes.
- Regarding the incident reports in which the aggrieved asked to remain anonymous, Ms. Brown asked if Ms. Fashion knew who they were. Ms. Fashion responded that she did.
- Mr. Williams stated he is glad the board is finally receiving library incident reports and is "shocked and appalled" that library staff has to deal with such awful behavior, and believes the library is being far too lenient with some of the horrendous behavior being reported. Mr. Williams stated that simply banning those who are committing such egregious acts is not a deterrent, and those who ignore the ban, and reenter the library should be arrested for criminal trespass. This, he stated, will send a clear message to

others who choose to ignore the ban. He suggested that the board investigate the legalities involved in having banned patrons who reenter the library arrested for criminal trespass.

- Commissioner Clarke stated when someone commits an offense the library can legally have the offender initially charged with trespass, which means they cannot come back at all and if they return will be arrested for violation of criminal trespass. He agrees with Mr. Williams that the library needs to be more aggressive when addressing criminal behavior.
 - Ms. Brown asked at what point are patrons given the patron behavior policy. Ms. Fashion said the Marshals typically hand the policy out to patrons who are accused of violating policy, or the patron is told the Patron Behavior Policy is available online. Ms. Brown is concerned about due diligence, and assuring the Patron Behavior Policy is readily accessible to all library patrons. The policy is available online to everyone, but Ms. Fashion said she will have the print shop make hard copies available as well. Ms. Brown wants to ensure all library patrons are aware of the library's behavior policy. Ms. Brown asked Ms. Fashion to think about the most cost effective way to notify all patrons of the behavior policy, which may preclude making hard copies.
 - Commissioner Clarke stated that legally all ARCPLS has to do is attach a copy to the entrance of the library where it is visible to everyone coming into the building.
 - Mr. Williams went on to address other criminal offenses being committed at the library, including sex acts and public indecency, and stressed to Ms. Fashion that these criminals should be arrested on the spot, charged with whatever criminal offense they have committed, as well as trespass to keep them out of the library altogether. Criminal activity in the library worries Mr. Williams because administration is being too light on punishment and the offenders are a threat to library patrons and staff. When something rises to an obvious criminal act, Mr. Williams stated, it is up to library leadership and staff to act on the spot, using best judgement. He fully supports calling the sheriff's office when criminal activity has occurred.
- D. Update on the ARCPLS Blue Book:** Ms. Fashion explained the progress made on updating the Blue Book. A committee of eight (8) was selected and given specific sections to be in charge of revising. Another meeting will be scheduled before the September board meeting.
- E. Approval of the 2019 Annual Documents for State Annual Report:** Ms. Fashion requested board approval of the four (4) documents required for the State Annual Report.
- Board of Trustees approval of the 2019 annual documents were moved, seconded, and unanimously approved.
- F. Knox Foundation Grant:** Ms. Monaco of the Georgia Room discussed the purpose of the Knox Foundation Grant. If awarded the grant will fund the digitization of the *Augusta Herald*. The money will be paid to Digital Library of Georgia to have the *Herald* digitized, and hosted on the DLG Historic Georgia Newspapers website.
- Mr. Williams commented that he is thrilled by the prospect of this project, and believes the library should work towards having more of its collections digitized. Ms. Fashion thanked Ms. Monaco for writing the grant, and will have board president Ms. Tarver sign it.

IX. NEW BUSINESS

- A. FY 2018 Financial Audit Management Letter:** Ms. Fashion stated that Georgia Public Library Service now requires a Financial Audit Management Letter, which was prepared by Ms. Alicia Markyna of Bedingfield, McCutcheon & Perry and provided for board review. The letter requires Ms. Tarver's signature and will be submitted with the 2019 financial audit.
- B. FY 2019 Revised Financial Audit Engagement Letter:** Ms. Fashion explained that GPLS now requires Compliance Services and Non-Attest Services as part of the state financial audit, which necessitated Ms. Alicia Markyna to revise the FY Financial Audit Engagement Letter. This document also requires Ms. Tarver's signature.
- C.** The revised letter moved, seconded, and unanimously approved.

- D. FY State Completion Report:** Ms. Fashion stated that this report was completed for GPLS to certify how the state grant funds were spent. It must be signed by Ms. Tarver and submitted by August 30, 2019.
- The FY State Completion Report moved, seconded, and unanimously approved.
- E. 2020 Proposed Richmond County Government Budget:** Ms. Fashion stated that this document was submitted to Augusta-Richmond County Government on August 9, 2019.
- F. Bankers Life Brokerage Account:** Ms. Fashion discussed the options for the brokerage account, and asked the board whether the funds should be transferred to another account or be left alone.
- Ms. Brown asked if there is a deadline for a decision, and whether the board should ask Ms. Berry when they meet with her at the board retreat in September, but Ms. Fashion said they can decide at any point what to do with the account. Currently, all she needs to do is update the contact information on the account.
 - Leaving this brokerage account as is was moved, seconded, and unanimously approved.
- G. ARCPLS Grievance Policy:** Ms. Fashion presented the grievance policy for board review, and asked if there were questions.
- Mr. Scott stated the board should be referred to as “Augusta-Richmond County Library Board of Trustees” to be consistent throughout the document.
 - Mr. Williams asked the role of Augusta-Richmond County Human Resources regarding library employees, and Ms. Fashion responded that human resources is only involved in the hiring process.
 - Commissioner Clarke asked how anonymous grievances are handled. Ms. Fashion answered that it depends on the actual complaint. Anonymous complaints, Commissioner Clarke stated, should be ignored, as they cannot be corroborated or proven. Mr. Williams agreed, and asked that a statement indicating that anonymous grievances will not be accepted be added to the policy.
 - An amendment to the grievance policy indicating that anonymous complaints will not be acted upon moved, seconded, and unanimously approved.
 - The grievance policy with amendment regarding anonymous complaints was moved, seconded, and unanimously approved.
- H. ARCPLS Time Keeping Standard Operating Policy:** Ms. Fashion presented the policy for board review, and explained that the policy is necessary for employees to understand the rules dictating ARCPLS time keeping and ADP.
- Mr. Williams suggested a category on time keeping procedure be added to each employee’s performance evaluation.
- I. The ARCPLS Time Keeping Standard Operating Policy moved, seconded, and unanimously approved.**
- J. Banned Library Patrons:**
- Mr. Williams reiterated his point regarding criminal activity in the library, and the necessity of calling the sheriff’s department to have offenders arrested for trespass, then permanently banned by library administration.
 - Ms. Fashion discussed the necessity of having pictures of banned patrons disseminated throughout the library system because not all employees know how to identify those who have been banned. The libraries’ receive banned lists, but not corroborating pictures.
 - The BoT’s support of the director using her discretion in referring disorderly patrons to the Marshal, and subsequently the Richmond County Sheriff’s Office for arrest was moved, seconded, and unanimously approved.
- K. Carpet Cleaning at Diamond Lakes:** Ms. Fashion discussed the necessity of having the carpet cleaned and furniture steamed at Diamond Lakes. She presented the four (4) quotes to the board.
- Commissioner Clarke asked if the custodial company is under a contractual agreement to spot clean the carpet. Ms. Fashion responded that she did not know, as we share custodians with the recreation department.

- The carpet cleaning was moved, seconded, and unanimously approved.
- L. EMCOR Service Agreement for Friedman Branch:** Ms. Fashion stated that the warranty with Gold Mech has ended so the library is hiring EMCOR to provide maintenance services for HVAC system.
- Mr. Williams asked what specific services are included in the EMCOR agreement, and Ms. Fashion replied changing filters, adding Freon if needed, and spot-checking the equipment.
 - The EMCOR service agreement was moved, seconded, and unanimously approved.
- M. Copyright Issues/Work Product Ownership:** Ms. Fashion presented the policy to the board, and explained her reasons for implementing it, stating that any work product created by an ARCPLS employee while on the job is legally owned by ARCPLS. ARCPLS retains legal ownership of the work.
- Mr. Williams asked Ms. Fashion to explain a situation in which this policy would be necessary. She used the example of an employee creating the PINES software to be used within the Georgia Public Library Service (GPLS), and this software would belong to GPLS and not to the employee who created it. The work was created on work time not personal time.
 - The Copyright Issues/Work Product Ownership Policy was moved, seconded, and unanimously approved.
- N. Annual Board of Trustees Retreat/September 16:** Ms. Fashion reminded the board of the retreat on September 16th, and asked for suggestions on topics to discuss.
- Ms. Shell Berry from the Community Foundation was one recommendation.
 - Request for Board attorneys Mr. Steve Sanders or Mr. Sam Meller to attend the retreat.
 - Ms. Brown requested a review of open meetings/records for Georgia. Ms. Fashion said she will ask a representative from GPLS to attend and address the topic.
 - Mr. Scott asked for a presentation on library acquisitions. Ms. Fashion will ask Jennie Feinberg to present.
 - Mr. Williams suggested a review of the library databases for the new board members. Ms. Fashion will ask an employee from information services to conduct a presentation.
 - The retreat will begin at 2:00 pm.
- O. ARCPLS South State Saving Account:** This item was tabled, as Ms. Tarver needs to be present before any decisions can be made regarding the account.
- P. Unused Shelving at Headquarters and Maxwell Furniture:** Ms. Fashion notified the board of surplus shelving at headquarters.
- Commissioner Clarke suggested selling the surplus shelving on GovDeals.com.
- X. PUBLIC COMMENT:** Commissioner Clarke requested library cards to pass out to other Richmond County Commissioners. He expressed a desire to use this as a way to encourage additional/improved financial support for ARCPLS. Ms. Fashion agreed to supply him with library card applications.

XI. ADJOURNMENT:

Mr. Williams called for a motion to adjourn. Ms. Brown motioned and Mr. Scott seconded. Motion carried.

The meeting was adjourned at 6:16 pm.

