

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

Minutes of the Regular Meeting  
September 17, 2019  
4:30 pm

CALL TO ORDER

- I. The meeting of the Augusta-Richmond County Public Library System (ARCPLS) Board of Trustees (BoT) was called to order at 4:30 pm by the board president, Beverly Tarver.

ROLL CALL

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

APPROVAL OF AGENDA

- A. The approval of the agenda was moved, seconded, and unanimously approved.

Minutes

- A. Acceptance of the minutes was moved, seconded, and unanimously approved with corrections.

REPORTS

- A. Treasurer's Report
  - i. The treasurer's report was provided in trustees' packets.
  - ii. The following items were reviewed: South State and Wells Fargo checking accounts, balance owed to Augusta-Richmond County (ARC) government, Community Foundation accounts, and the ARCPLS income statement and balance sheet.
  - iii. Solar panels at Friedman are no longer registering any activity. Ms. Fashion has contacted Hannah Solar about the evaluating and fixing the problem.
- B. President's Report
  - i. A request to enter closed session was moved, seconded, and unanimously approved at 4:41 pm.
  - ii. The board moved, seconded, and unanimously approved to come out of closed session at 5:06 pm.
  - iii. It was moved, seconded, and unanimously approved to respond to staff member's personnel request in writing.
- A. Director's Report

- a. An updated list of ARCPLS staff directory, Headquarters directory, and list of branch locations and contact information were distributed.
- b. Ms. Tina Monaco, who works in the Georgia Room, is the recipient of the 2019 Award for Excellence in Archival Program Development in a Local Government Repository for efforts to digitize the Augusta Chinese American Oral History Project. The awards ceremony will be held at the Georgia Archives on October 15, 2019.
- c. The Sunday Door count for the month of August was 821. For the month of August, 2,145 reference questions were answered. There were 82 volunteer hours and 6 voter registrations. Circulation decreased by 3,232. Computer use decreased by 3,815 and Wi Fi use decreased by 97.
- d. The director will bring the FY 19 library usage statistics report to next meeting.
- e. BoT members received a copy of the FY 2021 draft list of Georgia Public Library Service (GPLS) capital outlay requests. Maxwell Branch is on the list in position 6 and Friedman Branch is in position 12 on the list. The next step is to work on GPLS capital outlay for Wallace.
- f. BoT members received a copy of GPLS library impact statistics for the State of Georgia.
- g. The governor mandated that state agencies, including public libraries, cut 4% from FY 2020 budget, which includes public libraries, and a 2% reduction for the FY 2021. The reduction will be taken from the materials grant and the Georgia Libraries for Accessible Statewide Services (GLASS, also known as Talking Books) outreach grant. The GLASS Augusta Outreach office will close December 31, 2019.
- h. Our library State deduction is \$16,664 from the materials grant. The original materials grants for FY 2020 was \$72,514. With this deduction, the materials grant will be \$55,850.
- i. Due to GLASS closing at the end of 2019, ARCPLS will only receive \$39,041, half of the \$78,080 GLASS outreach grant amount originally planned for the fiscal year.
- j. In total, for FY 2020, the library will receive \$429,682 from the State instead of the \$485,385. ARCPLS will receive \$55,704 dollars less due to the budget cuts to materials and the GLASS Outreach grant. These deductions will be effective, October 1, 2019.
- k. The insurance policy has updated coverage for abuse and molestation. The director will have insurance agent Mr. Taylor come and present to the BoT regarding ARCPLS insurance policies.
- l. The Yerby Film Festival went well on Thursday, September 5. There were 30 in attendance for this event.
- m. The library will participate in the Arts in the Hearts Festival (September 20-22), and hold two signature events in October: Star Wars Reads (October 12) and the Halloween Carnival (October 26). Ms. Hamilton will assist with the Halloween Carnival.
- n. The Legislative Breakfast Planning Committee will meet on September 23. Ms. West will participate on this committee and asked to MC this event.

- o. Ms. Fashion is working on developing a SPLOST 8 proposal package for the County Administrator and Capital Outlay Manager. Recommendations will be made at next board meeting.
- p. Ms. Brown, Mr. Scott, Mr. Williams and Ms. Fashion met with the Interim County Administration, Mr. Jarvis Sims; Mr. Tony McDonald, Deputy Director; Mr. Maurice McDowell, Capital Outlay Manager; as well as Mr. Tim Schroer; Deputy of Finance, Ms. Nancy He, and another representative from the ARC Finance Department to discuss the library's 2020 budget and ARC capital outlay for the buildings. The library is requesting an additional \$200,000 from the county for the library budget.
- q. Currently, there are 58 employees. There are 37 full-time employees and 21 part-times. The Assistant Director has not been cleared to start work. We are still screening for part-time custodians for Appleby (AB) and Maxwell (MB) branches. Ms. Fashion will be scheduling interviews for two positions in Information- Library Associate and for a Young Adult Librarian.
- r. ARCPLS has not received any responses from anyone wanting to purchase the shelving at MB from the gov.deals website nor from any of the public library systems. This shelving will have to be moved. It was suggested to see if the city could store the excess shelving at MB. Central Services has said there is no space for extra shelving at Maxwell MB. Other options that were discussed include Goodwill, Facebook Marketplace, and scrap metal recycling. ARCPLS does not have a disposal process.
- s. Ms. Fashion will attend the Director's meeting September 18-20 in Evans, Georgia.
- t. Ms. Fashion is working on closing the library's financials and ensuring all State funds are spent.
- u. Ms. Fashion will be on vacation September 25-October 1, 2019.

C. Committee Reports

- a. The Fundraising/Giving committee met in September to brainstorm about fundraising and giving campaigns.
  - i. The committee will forward an article from the New York Public Library regarding fundraising to the rest of BoT.
  - ii. The committee discussed the needs of ARCPLS, such as operating costs, and the benefits and drawbacks of one-time giving or ongoing giving.
  - iii. The committee will meet again regarding next steps.
  - iv. It was suggested that the BoT investigate finding a professional group to start a giving campaign/fundraising.
  - v. There was discussion regarding how the Friends of the Library (FotL) could assist in a giving/fundraising campaign.
  - vi. The committee would like board members to start thinking about what companies would be good prospects for a giving campaign.
  - vii. There was a suggestion to speak with Commissioner Frantom regarding fundraising
  - viii. There was a suggestion that the giving campaign be as easy for the giver to complete as possible.

- ix. There was discussion from the floor regarding having a corpus in the endowment or not.
- x. There was discussion about having a professional run the giving campaign.
- D. Friends of the Library (FoTL) Report
  - a. The writing contest has closed with several submissions. FoTL will review and hope to publish in a future newsletter.
  - b. November 2 is the next book sale.
  - c. Belk sale garnered \$250 from direct sale. Belk will send more funds to the FoTL from their in-store sales.
  - d. The FoTL is investigating Amazon Smile for donations
    - i. There was a suggestion from the floor setting up shopper loyalty reward arrangements to the FoTL with Publix and Kroger
  - e. The FoTL agreed to donate \$5,000 to digitization project for Augusta Herald if the grant is awarded.
  - f. The FoTL donated \$400 toward ARCPLS Library Card Sign Up Month activities.

#### UNFINISHED BUSINESS

- A. Headquarters LVT Flooring (Luxury Vinyl Flooring)
  - a. The LVT flooring is almost finished. The baseboard needs to be replaced. Central Services will inspect the work once completed.
- B. New Lawn Service – Davis Landscape
  - a. Jacob Land will no longer service the libraries' lawns. Davis Landscape will start maintaining the libraries' landscapes in October.
- C. August/September 2019 Incident Reports
  - a. The BoT is receiving incident reports from Administration.
  - b. Blue book revision will include policy and procedures for car accidents.
- D. Update on the ARCPLS Blue Book
  - a. Staff committee met September 12, 2019, to discuss Blue Book progress.
  - b. An introduction was added.
- E. Library South State Savings Account
  - a. The savings account balance needs to be split so that all South State Savings Account funds will be FDIC insured.
  - b. There was discussion about several options for the South State Savings Account funds.
  - c. There was discussion about reviewing the financial data regarding moving funds to the Community Foundation. It was noted that a decision about the South State Savings Account funds could be revisited in the future.
  - d. It was moved, seconded, and unanimously approved that \$200,000 be left in the South State Bank savings account and the remaining \$400,000 balance would be moved to a new balance fund at the CSRA Community Foundation.

#### NEW BUSINESS

- A. Constellation New Energy Natural Gas Sales Agreement – Maxwell Branch Library (MB)
  - a. The new agreement is for .389 per therm versus the current .4095 per therm at MB.

- B. 2019 State Annual Report
  - a. All required documentation for the state annual report was submitted Thursday, September 12, 2019. BoT members received a copy; however, additional questions to the state annual report were added late in the process, so Ms. Fashion will provide the complete state report to the BoT.
- C. Reclassification of Public Relations (PR) Assistant PT to FT in January 2020
  - a. The duties of the PR assistant position exceed 17.25 hours. Ms. Fashion is concerned about turnover in this position due to its limited hours.
  - b. The current PR assistant is a former broadcast reporter and has increased our media presence in traditional and online media, including social media. She has also produced videos for ARCPLS.
- D. Suggestions for Giving Campaign
  - a. This was covered previously during the committee reports.

PUBLIC COMMENT - None

ADJOURNMENT

It was moved and seconded that the BoT meeting adjourn at 6:19 pm.

Erin Prentiss, recorder