

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

Minutes of the Regular Meeting
October 21, 2019
4:30 pm

CALL TO ORDER

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

ROLL CALL

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

APPROVAL OF AGENDA

Approval of the amended agenda to include a special presentation by Lt. Stephen Billman, and introduction of Tracey Busbee, Assistant Director to the BoT was moved, seconded, and unanimously approved.

SPECIAL PRESENTATION

Lt. Steven Douglas and Sgt. Stephen Billman of the Marshal's office discussed library security and safety, including the following items:

- Banned patrons and the implementation of a better system of tracking banned and problem patrons.
- The necessity of creating an information database to facilitate communication between the library and the Marshal's office regarding problem and banned patrons.
- More consistent training of the marshals and better reporting of incidences as they occur.
- The marshals' responsibilities versus the library employees' responsibilities as the first point of contact with problem patrons. Lt. Douglas stressed the importance of library staff being the first point of contact when dealing with patrons who are not following library policy.

Ms. Tarver requested that the officers schedule a time to talk with library staff concerning these matters. Ms. Fashion will schedule a time.

Ms. Brown asked Lt. Douglas for clarification regarding banned patrons who violate the ban by reentering the library. Lt. Douglas said the ban letter issued by the library director was the same as a criminal trespass notice. When a banned patron enters any library within the Augusta-Richmond County Library System they are guilty of criminal trespass, and the Richmond County Sheriff's Office should be notified immediately.

TREASURER'S REPORT

- i. The treasurer's report was provided in trustees' packets.
- ii. The following items were reviewed: State South savings and checking accounts, Wells Fargo checking account, BankersLife brokerage account, Community Foundation accounts, and balance owed to Augusta-Richmond County government.

REPORTS

A. President's Report

- a. Ms. Jacquelyn Dixon tendered her resignation as District 1 appointee to the BoT. Senator Harold Jones has not appointed a replacement for Ms. Gwendolyn Rountree. Ms. Tarver will follow up.
- b. A nominations committee will be selected for BoT officers.
- c. Additional information was received by Ms. West concerning South State Bank accounts and FDIC insurance.
- d. The *ARCPLS Bank Totals* document listing library assets and accruing interest was reviewed.
- e. Following input from bank representatives, a decision will be made by the first of the year on splitting up the South State Bank savings account monies that are not FDIC insured. Each account has to be less than \$250,000.00 to be federally insured.
- f. Ms. Fashion will reach out to South State Bank, Wells Fargo and Fifth Third to discuss options for splitting up money into accounts that will be FDIC insured but focus on South State since the money is already there.
- g. Ms. Tarver appointed Mr. Scott, Ms. Hamilton, and Ms. Green to serve on the nominating committee to choose officers for the BoT.

B. Director's Report

- a. Star War Reads Day (SWRD) 2019 was a success with over 200 in attendance. Ms. Fashion thanked the planning committee chairperson and members.
- b. September Sunday door count for Headquarters Library was 881. Circulation increased by 1,391. Computer usage decreased by 2,970. WiFi increased by 426. Volunteer hours for the month were 573.5.
- c. Ms. Fashion included the *Georgia Annual Report and Application for State Aid* in the trustees' packets for review. The report was submitted to Georgia Public Library Service (GPLS). Sections were completed by Ms. Prentiss, Ms. Feinberg, Mr. Dudley, Mr. Liner, Ms. Moore, and Ms. Fashion.
- d. Ms. Fashion included the *Augusta Government Vision and Goals* document in the trustees' packets for review.
- e. Teacher's Retirement employer's rates for 2021 will decrease to 19.06%. The rate for 2020 is 20.09%.
- f. The solar panels are still not working at Friedman Branch Library due to a malfunctioning inverter. We have a case number. Ms. Fashion emailed Mr. Phillip Caleb for an update.
- g. *GPLS Accounting & State Grant Deadlines for Public Libraries* updated deadline dates to receive required documents. On October 31, 2019, the financials for the library must be closed to avoid an audit finding.
- h. Ms. Fashion contacted Central Services to confirm the Capital Outlay balance of \$24,548.85.
- i. Ms. Joyce Law, Ms. Monaco, Ms. Floyd, and several other county employees were recognized by the Augusta-Richmond County Commission for assisting in the historical research that led to the Thompson Family being awarded the Georgia Centennial Farm Family Award.
- j. Ms. Tina Monaco and Ms. Tina Rae Floyd were awarded \$45,000.00 for ARCPLS from the Knox Foundation to digitize the *Augusta Herald*.
- k. The library staff has received pre-evaluation worksheets to complete and submit to their supervisors by October 28, 2019. The final evaluation for FY 2019 is due December 2019 to Augusta Human Resources Department.

- l. Writer in Residence, Olivia Gaines (Cheryl Corbin) provided a summary of activities for the months of August-September for the Yerby Room. She submitted a grant proposal to Romance Writers of America
- m. ARCPLS currently has 59 employees: 38 full-time, 21 part-time. There are two open positions: Library Associate for Reference Services, and Young Adult Librarian. The search for two part-time custodians also continues.
- n. Ms. Fashion attended the Richmond County Commission meeting on Tuesday, October 15, 2019. The proposed budget for the library is the same: \$2,616,100.
- o. Ms. Fashion has completed most of the year-end reports required for the FY 2019 audit. Library Secretary, Ms. Geddings has been a great help in assisting with this process
- p. ARCPLS received a \$42,500 donation from the Robbie and Helen Baker estate. A thank you letter was mailed to Mr. Lewis.
- q. The library will receive another donation within the next week or two weeks from Mr. Cecil Hatcher. Mr. Hatcher donated \$15,000 to the library in 2016.
- r. Ms. Fashion introduced new Assistant Director, Ms. Tracey Busbee. The BoT welcomed Ms. Busbee.

C. Committee Reports
No reports

D. Friends of the Library Report

- a. Ms. Bobbitt acknowledged the Knox Foundation grant of \$45,000 for the *Augusta Herald* digitization project, and the Friends commitment to contribute \$5,000 to the total cost of \$50,542.
- b. Belk ticket sales generated \$336. The next Belk sale will be November 9, 2019. Tickets will be sold ahead of that at the Friends bookstore, Headquarters Library, and Appleby Library.
- c. The Friends are planning their annual meeting, which will be held in January 2020.
- d. A mini book sale will take place on December 7, 2019.

UNFINISHED BUSINESS

A. Headquarters LVT Flooring (Luxury Vinyl Flooring)

- a. The installation of LVT flooring is complete. Some of the baseboards need to be aligned and glued to the wall.

B. September 2019 Incident Reports

- a. The BoT received one week of incident reports in packets.
- b. If Ms. Fashion receives an incomplete report, she sends it back to the respective department to be completed.

C. Update on ARCPLS Blue Book

- a. The committee met on Thursday, October 17, 2019. The members continue to revise their sections. As sections are completed, they are sent to Ms. Fashion and Ms. Geddings for review. The next meeting is scheduled for Thursday, October 31, 2019.
- b. Ms. Fashion requested additional time to complete Blue Book revisions. She stressed the importance of having a sexual harassment policy in place before revisions can be complete.
- c. Ms. Tarver set the new deadline for March 2020.

NEW BUSINESS

A. Headquarters EMCOR Service AirCond Repair Estimate (Ratify)

- a. Payment to EMCOR for replacement of failed condenser fan motor was moved seconded, and unanimously approved.

- B. Adoption of Library 2020 Calendar
 - a. Ms. Tarver asked for the Blue Book deadline to be added to March 2020, and stated it should be reviewed on an annual basis.
 - b. Acceptance of the 2020 Board of Trustees' Calendar of Events as amended was moved, seconded, and unanimously approved.
- C. Evaluation of Library Director
 - a. Ms. Tarver selected Ms. Brown, Ms. Pittman, and Mr. Jones for the evaluation committee.
- D. New DVRs and Camera Estimates for Headquarters Library
 - a. Ms. Fashion provided the BoT with two cost estimates from Automation and Security of Hephzibah, Ga for an updated security camera system at Headquarters Library. The first estimate covers replacement of all cameras and DVRs in the library (\$12,051.31), and the second estimate covers all library cameras and sixteen DVRs (\$5,324.61).
 - b. Based on ongoing incidents that put both patron and staff safety at risk, Ms. Tarver recommends upgrading the entire system.
 - c. The BoT moved, seconded and unanimously approved the installation of new DVRs and cameras for Headquarters Library.
- E. 2020 Library Holidays/Closures
 - a. Approval of the 2020 Library Holiday Calendar was moved, seconded, and unanimously approved.

PUBLIC COMMENT

Ms. Joyce Law, Friend of the Augusta Library discussed the following items:

- Publicity- Ms. Law detailed the Thompson Family Farm project, and the GA Centennial Farm Family Award. She thanked the county employees who worked and researched historical records in an effort to prove that the Thompson's are Augusta's oldest continuous African-American business owners. She acknowledged the research conducted by staff (Russell Liner, Tina Rae Floyd, and Tina Monaco) of the Georgia Heritage Room, and the presentation by Mayor Hardie Davis of the key to the city of Augusta to brothers Harold Thompson, Jr. and Charles Thompson.
- Professional Development- Ms. Law discussed the importance of providing professional development and training opportunities to library staff and asked what level of priority is given to library staff seeking professional development and whether library employees are given training opportunities that allow them to grow in the areas they wish to grow, and to be proficient in their positions.
- Safety-Ms. Law suggests Marshals should be more proactive in their duties at ARCPLS, particularly in the areas of policing the outside of Headquarters where the homeless have a tendency to loiter, and smoke. Ms. Law also suggested that Marshals should spend more time walking and patrolling the inside of all the library buildings, and less time sitting at the security desk.

ADJOURNMENT

It was moved and seconded that the BoT meeting adjourn at 5:46 pm.

Tina Monaco, recorder.