

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

Minutes of the Regular Meeting  
 November 11, 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; Beatrice Green; Marian Brown, Treasurer; Sue Pittman; Phillip Williams, Vice President; David Scott; Lillie Hamilton  
 Members absent: Ronic West

Ex-Officio members present: Mashell Fashion, Library Director; and Erika Bobbitt, Friends President.

Ex-Officio member absent: Commissioner John Clarke.

**APPROVAL OF AGENDA**

Approval of the amended agenda to remove the Nomination Committee from the agenda was moved, seconded, and unanimously approved.

**SPECIAL PRESENTATION**

Ms. Monique Wynn, Assistant Vice President/Financial Center Manager of Fifth Third, was not able to attend with Ms. Konis as originally planned due to an emergency.

Ms. Therese Konis, Vice President/Government and Non-Profit Relationship Manager of Fifth Third Bank asked the Board consider Fifth Third as an investment partner, suggested a money market account, and provided some reading materials. Ms. Konis also briefly addressed the collateralization requirement due to ARCPLS being part of the Board of Regents.

**MINUTES**

Acceptance of the minutes was moved, seconded, and unanimously approved.

**TREASURER'S REPORT**

- A. The treasurer's report was provided in trustees' packets and included state and local reports. Line item changes discussed due to the TBC state grant ending.

- B. The following items were reviewed: Augusta-Richmond County Public Library System Income Statement 2019, Augusta-Richmond County Public Library System Balance Sheet, South State Bank Summary of Account, Wells Fargo State/Local Government Checking, and Community Foundation Capital Fund Reporting Period 10/01/2019-10/31/2019. Balanced owed to Augusta-Richmond County government verbally relayed to Board.

## REPORTS

### A. President's Report

- a. Letter from Georgia Bankers Association certifying collateralization presented.
- b. No Board of Trustees meeting in December 2019.
- c. Current and 2020 protocol, in case of Director Mashell Fashion's absence, presented.

### B. Director's Report

- a. The protocol for Ms. Fashion's absence reiterated.
- b. October use statistics for the system were presented. In response to some numbers declining, the system's plans for action in 2020 was described.
- c. Solar panels at the Friedman Branch are not currently working. Modem link is ready and provided by Verizon. This will result in an additional monthly bill. The inverter has been ordered but has not arrived yet. Ms. Fashion reiterated that Hannah Solar is no longer in business and the library will now be responsible for the solar panel maintenance and repair.
- d. Maxwell Branch's signal for fire alarm has been corrected and will appear as an additional charge of \$5.99 on the phone bill.
- e. Remaining 2018 capital outlay and SPLOST discussed.
- f. Community Foundation for Harrisburg
- g. 1000 Books before Kindergarten in process and Augusta-Richmond County Public Library System is partnered with St. Luke's Westabou Montessori School.
- h. Ms. C. Corbin, Writer in Residence, provided a 2019 recap: Augusta Literary Festival, Yerby Film Festival, Romance Writers of America Grant, etc. Ms. Corbin will be invited to stay for another year.
- i. Currently, the library is in the final phase for staff evaluations. They will be complete on December 15, 2019.
- j. Currently, there are 63 employees. Two positions are open: Young Adult Librarian and a secretary for Administration.
- k. ADP was down for 8 days which prevented all library staff from clocking in and out. The library's timekeepers are caught up on the backlog.
- l. Open enrollment for benefits for eligible library employees ended on 11/8/2019.
- m. New cameras have been installed at Headquarters. An estimate for the cost of clearing vegetation that is obstructing camera views has been requested.
- n. Closed financials for 2019 on time. Audit will begin 11/21/2019. A due date of March 1, 2020 was provided to the auditor.
- o. Ms. Fashion will attend a Director's meeting in Savannah in December 3-6, 2019.
- p. Ms. Fashion announced the library's Legislative Breakfast date and time.
- q. Ms. Fashion reported days that she will be absent from the library.

### C. Committee Reports

- a. The Director's evaluation will go out during the current week. A final report will be supplied to the Board in January 2020.

**D. Friends of the Library Report**

- a. The third newsletter of the year is completed and will be out this week.
- b. A small book sale will be held on December 4, 2019 and will include free gift wrapping.
- c. The Friends' annual meeting is scheduled for Monday, January 27, 6-8 p.m. The speaker will be Dr. Maggie Dorsey.
- d. The second Belk fundraiser wrapped up on November 9, 2019. The Friends' President is awaiting a tally.

**UNFINISHED BUSINESS**

**A. October 2019 Incident Reports**

- B. The library is currently updating the personnel Blue Book. A draft will be ready for approval for Board of Trustees approval on March 30, 2020.

**C. Library South State Savings Account balance reported. As of June 2019, funds have been collateralized. This information has been forwarded to the auditor.**

- a. South State was not able to attend today and would like to come in January 2020.
- b. Discussion of inviting more representatives to come from different banks.

**D. Wells Fargo CD Account**

- a. Decision for money to be rolled over for 6 months motioned, seconded, and carried.

**E. ARCPLS Strategic Plan 2017-2022**

- a. Cyber security is constantly monitored to protect data and resources.
- b. The committee is going to come up with a list of projects to be covered by additional SPLOST funds. Patron responses will be considered.
- c. Employee retention was discussed. Ms. Fashion described the Round Table meetings held in January and July. The Round Table provides employees a venue for discussion.
- d. Ms. Tarver requested a list of completed items from the Strategic Plan and further consideration of the living document.

**NEW BUSINESS**

**A. Banning of Patrons Policy**

- a. A new policy was presented, request of additional verbiage be added.
- b. An amendment was made after a discussion of the policy.
- c. Motion to approve the amended policy was seconded and carried.

**B. Discrimination and Harassment Policy**

- a. Request to add additional verbiage about protected categories to the first paragraph.
- b. Correction of punctuation in a few areas.
- c. Accept policy as amended was approved and motion carried.

**C. Vacation Buyback Program (8 to 24 Hours)**

- a. Approved contingent upon Commissioner's decision.

**PUBLIC COMMENT**

No public comment.

**ADJOURNMENT**

It was moved and seconded that the BoT meeting adjourn at 5:38 pm.

Tracey Busbee, recorder.