

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

Minutes of the Regular Meeting
 January 27, 2020
 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; Ronic West. Ex-Officio members present: Mashell Fashion, Library Director; Erika Bobbitt, Friends President; Commissioner John Clarke.

APPROVAL OF AGENDA

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

SPECIAL PRESENTATION

Mr. Kenneth J. Jones, Managing Attorney with the Augusta Regional Office for Georgia Legal Services Program, described the services provided by the nonprofit Georgia Legal Services and answered questions from the Board of Trustees. Mr. Jones is requesting that the Library be a partner and occasionally serve as a venue for their services. Mr. Jones will draw up an agreement and present it to the Library Director, Ms. Mashell Fashion.

MINUTES

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

TREASURER'S REPORT

- A. The Treasurer's report covered November and December 2019 and was included in the trustees' packets. The documents presented included state and local financial reports. One state line item will change due to the Talking Book Center grant funds ending.
- B. The following items were reviewed: Augusta-Richmond County Public Library System Income Statement FY 2020, Augusta-Richmond County Public Library System Balance Sheet, South State Bank Summary of Checking and Savings Accounts, Wells Fargo State/Local Government Checking, Wells Fargo CD Snapshot, Augusta Community Foundation Capital Fund Reporting Period, Augusta Fund 11/01/2019-11/30/2019 and 12/01/2019-12/31/2019, and the quarterly statement from Bankers Life. The balance owed to Augusta-Richmond County government was verbally relayed to Board. The Fiscal Officer will review why the FY 2020 beginning fund

balance did not start at \$0.00 and relay the findings as soon as possible. The January 2020 allotment has not been received from the County.

REPORTS

A. President's Report

- a. The 2020 meeting schedule was presented to the Board of Trustees members.
- b. The President received a letter of resignation from Ms. Ronic West. Ms. West's resignation is effective 2/14/2020. Ms. West's replacement is Mr. Christopher Mulliens who was present and introduced himself. Mr. Mulliens runs the Freddie Mae Foundation which focuses on homelessness, hunger, and drug and alcohol rehabilitation efforts for men in the Augusta area. Ms. West thanked the Board for the opportunity to serve.

B. Director's Report

- a. The Director provided each Board member the Library's protocol in the event of her absence, a current list of the Board of Trustees and their respective positions, an updated Library Staff Directory, and a list of 65 Library positions that are filled and open.
- b. A YA Librarian has been selected and Human Resources is in the process of completing their onboarding process. The target date for the Librarian to start is February 8, 2020.
- c. One full time and two part-time Library employees tendered their resignations and one full-time employee tendered his retirement notice.
- d. The Library is searching for a part-time custodian.
- e. Circulation and computer use decreased overall in December 2019.
- f. The Library received two certificates of recognition by the Risk Management Department for annual safety training and monthly reporting efforts.
- g. Statistics at a Glance were presented.
- h. A flyer requested by the BoT President of the ten free things you can get with your Pines Library card was included in the members' packets.
- i. As of December 2019, Friedman Branch's solar panels are working again. The first biannual report highlighted the solar panel outreach and programming and was submitted in January. The next report is due in July 2020.
- j. The Augusta Herald Digitization Project which involves digitizing issues of the Augusta Herald from 1898-1924 will take approximately eighteen months. The Library will be billed monthly as the project progresses.
- k. The 2020 Calendar of Events was provided and a correction noted that the Halloween Carnival will be on October 31, 2020 instead of October 24, 2020. The Director notified the Board that it has been decided that there will not be a Library Legislative Breakfast this year. The Library and its representatives will instead attend commission meetings and advocate for the Library.
- l. An official letter from Georgia Public Library Service stating that the contract with ARCPLS for GLASS Outreach Services ends December 31, 2019 was included in the packets.
- m. Leah Holloway, Public Relations Assistant, and Ben Dudley, Systems Administrator, secured a Google Ad Grant. The grant provides an in-kind donation of Google ads each month.
- n. Several Library staff and Board members are going to Atlanta for Library Day at the Capital on Thursday, February 13, 2020.
- o. The Library completed annual staff evaluations on December 13, 2019 and submitted them to Augusta-Richmond County Human Resources.

- p. The Fiscal Officer attended a Blackbaud financial training January 27-30, 2020 in Athens, Georgia.
- q. The Library's FY 2019 audit is in process with a March 1, 2020 deadline.
- r. The Board of Elections contacted the Library in regards to the Presidential Preference Primary dates in March and April 2020. Diamond Lakes, Friedman, and Wallace Branches will be polling locations on March 24, 2020 for the Presidential Preference and Special Election. April 21, 2020 is the Special Election Runoff. The branches will have staff present at 5:30 am each date so that the poll workers may set up.
- s. The Director, Mashell Fashion, will be taking leave during February 6-8, 2020.

C. Committee Reports

- a. The election of officers will be moved to March 2020.
- b. It was moved and passed to go into a closed session closed at 5:19 pm to discuss personnel matters.
- c. The results of the Director's annual evaluation, conducted by the Board, were presented. The President thanked Ms. Fashion for her service.
- d. The BoT voted to come out of the closed session at 5:32 pm.

D. Friends of the Library Report

- a. The Friends Annual Meeting is 01/27/2020 at 6:00 pm. The guest speaker is Dr. Maggie Dorsey.
- b. The Friends of the Library (FOAL) will be electing a new board during the Annual Meeting.
- c. The FOAL will be announcing the winner of the writing contest, Ms. Tina Monaco, with a piece called *Coming Home*. Ms. Tina Monaco is the Historian in the Georgia Room at the Headquarters Library.
- d. There was no FOAL meeting in December 2019.
- e. The FOAL President, Erika Bobbitt, said they are recruiting for several open spots on the council.

UNFINISHED BUSINESS

- A. The November 2019 and December 2019 Incident Reports were presented.
- B. Commissioner Clark spoke about advocating for blue shirt marshals for the library.
- C. The ARCPLS's personnel manual, the Blue Book, is in the final stages of editing. New additions are postponed until a later date. BoT members will be supplied with a hard copy at next month's meeting in addition to an electronic copy that will be sent via email. The BoT President, Ms. Tarver, has requested the reorganization of the Blue Book.
- D. ARCPLS Strategic Plan 2017-2022
 - a. Each initiative of the ARCPLS 2017-2022 Strategic Plan was presented to the Board members and discussed.
 - b. The Library Director discussed how the system is working on increasing circulation stats.
 - c. The Library is attempting to revamp their volunteer program.
 - d. Procedure and policy manuals for each Library department and branch are due on 01/30/2020.
 - e. The Library Director stated a need to start an endowment for the Library using donation funds.
- E. The Board will vote to separate donation funds.
- F. Ms. Tarver requested a technology component that includes the replacement of computers every 4 or 5 years be a part of the next strategic plan for the library.
- G. The vacation buy back list of employees was reviewed.

NEW BUSINESS

- A. The funding agreement between Augusta Richmond County and Augusta-Richmond County Public Library for the 2020 FY. It was moved to accept the agreement was seconded and carried.
- B. It was moved to retain the two current attorneys, Sam Meller and Steve Sanders, to represent the BoT. The motion carried.
- C. The BoT agreed to table approval of the accounting firm until a later time.
- D. SPLOST VIII Projects
 - a. The Director described the intent and progress of the SPLOST proposals.
- E. The motion to fund the removal of vegetation behind the library was seconded and carried.
- F. The Writer in Residence Contract for February through November 2020 was approved, seconded, and carried.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

It was moved and seconded that the BoT meeting adjourn at 6:02 pm.

Tracey Busbee, recorder.