

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

Minutes of the Regular Meeting
 February 17, 2020
 4:30 P.M.

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 P.M. by Board President, Beverly Tarver.

ROLL CALL

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

APPROVAL OF AGENDA

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

SPECIAL PRESENTATION

Mr. Robert Osborne, Executive Vice President of South State Bank, and Mr. James Whitehead, Branch Manager-Cotton Exchange South State Bank, spoke about collateralization and investment opportunities. Mr. Osborne stated designating and laddering some of the funds mature at different rates in the future. Mr. Osborne also suggested keeping funds liquid.

Ms. Tarver called for a motion to add Ms. Markita Rucker, Family Engagement Specialist for Richmond County Council of PTAs (RCCP), to the agenda. It was seconded and the motion carried.

Ms. Markita Rucker, Family Engagement Specialist for Richmond County Council of PTAs (RCCP), in lieu of Ms. Veronica Jordan, presented the benefits of a partnership between RCCP and Augusta-Richmond County Public Library System. Accepting the partnership upon receipt of a written partnership agreement was moved, seconded, and carried. The main responsibility of the Library is to provide a venue for Richmond County Council of PTAs meetings and activities. In return, RCCP will promote Library services and programs whenever possible.

MINUTES

Acceptance of the January 2020 Board of Trustees (BoT) minutes were moved, seconded, and unanimously approved with the following changes:

- Correction of Mr. Sam Meller's name on page 3
- The addition of stating the closed session ended under Committee Reports on page 3

TREASURER'S REPORT

- A. The Treasurer's Report covered January 2020 Library's expenditures, which included the Trustees' packets. Ms. Mashell Fashion, Director, verbally provided the dollar amount the Library owes to Augusta-Richmond County Commission. The Director reported payments to Richmond County for the month of January 2020.
- B. Items reviewed: Wells Fargo State/Local Government Checking, Community Foundation Augusta Library Fund and Augusta Library Capital Fund statements for 01/01/2020-01/31/2020, and Wells Fargo CD Snapshot. A South State Bank letter notifying the Library that the Business Analysis Plus account type has been replaced with Commercial Analysis Plus was included. The Director spoke to Mr. Robert Osborne, Executive Vice President of South State Bank, and was assured the additional fees associated with the Commercial Analysis Plus account will be waived for the Library and South State Bank Checking & Savings Accounts' Statements.

REPORTS

A. President's Report

The President expressed gratitude toward the members who attended the Friends of the Library Annual Meeting.

B. Director's Report

- a. The Director discussed the status of a reimbursement of \$2,567.06 from AT&T for internet services.
- b. Ms. Busbee, Assistant Director, will be added to the Library's banking accounts.
- c. The Diamond Lakes Branch will hold a health fair on February 29, 2020, from 10:00 A.M. to 2:00 P.M. The vendors that will be present include but are not limited to: Medical Associates Plus, GA Cancer Center, Sheppard Community Blood Center, University of Georgia Agriculture, Food, and Nutrition, Pruitt Health, Christ Community Health Services, Augusta Technical College, Guardian Angels Care, National Alliance on Mental Illness, and Augusta Pain Center. The Radio Station 96.3, will sponsor the event by providing radio airtime and be present on the day of the event.
- d. Ms. Leah Holloway completed a marketing grant through Georgia Public Library Service and was awarded \$1,000.00 to spend on Library marketing activities. Ms. Holloway is devising a plan to promote the Library through media.
- e. In January 2020, the System's circulation and computer usage statistics decreased, but there was an increase in WI-FI usage.
- f. The Board Members' packets included a handout of ideas on how to increase the circulation. Ms. Fashion informed the Board Members, the Committee is working on ways to increase the numbers which will include a new and more liberal computer use policy that does not penalize those with fees in excess of \$10.00. Ms. Tarver, Board President, inquired the number of patron who owe more than \$10.00.
- g. Ms. Fashion, Director, provided the current status of the library employees. Currently there are 63 employees, 38 full-time and 25 part-time. The Library is currently interviewing for a part-time custodian for Appleby Branch.
- h. The branches and departments have completed their policy and procedure manuals. This is the first time in 35 years all departments and branches will provide manuals. The manuals are being

reviewed by Ms. Fashion, Director, and Ms. LaCorya Hernandez, Office Assistant. Once the manuals are reviewed, they manuals will be presented to the Board for review and approval.

- i. The 2019 financial audit is underway. The deadline is March 1, 2020. The Board President, Ms. Tarver, suggested the auditor sign-out documents for tracking purposes.
- j. The Board packets included an inventory of computers and 3, 4, and 5-year replacement plans for all Library branches and departments.
- k. The Director gave an update on the Library Annual Report. A copy will be provided to the Board by the end of April 2020.
- l. The Director scheduled an onsite visit by Teachers Retirements System of Georgia (TRS) to provide one on one counseling for employees within 5 years of retirement. Ms. Fashion discussed the news article released about unfavorable proposed changes to TRS.
- m. Ms. Fashion presented the Board with the biometric screening scheduled at the Headquarters location on May 19, 2020. Employees have been given information to register and encouraged to participate. It is a free event.
- n. Ms. Fashion provided the Board with the dollar amount of leftover SPLOST funds for Headquarters, Maxwell, and Friedman locations.
- o. Summer Reading Committee has begun planning for Summer Reading 2020.

Ms. Fashion answered questions from the Board regarding the Director's Report.

C. Committee Reports

The Nominating Committee met and selected three current Board officers as nominees for the Board in 2020: Ms. Beverly Tarver (President), Mr. Phillip Williams (Vice President), Ms. Marian Brown (Treasurer). It was moved, seconded, to close nominations, and carried.

D. Friends of the Library Report

The Friends Annual meeting was held on 1/27/2020. The speaker was Dr. Maggie Dorsey. As part of the Annual Meeting, officers were elected: Ms. Erica Bobbitt (President), Mr. Sam Meller (Treasurer), and Mr. Leon Maben (Vice President of Membership), and Ms. Debbie Barron (Secretary). Friends also turned in the annual letter to Ms. Fashion, Library Director.

UNFINISHED BUSINESS

- A. The January 2020 and February 2020, Incident Reports were discussed.
- B. The revised Blue Book will be sent to the Board members in early March 2020. The number of pages have and entries increased as have the number of entries to be more comprehensive.
- C. Ms. Fashion described the individual SPLOST VIII projects and provided an update on the process. Copies of the SPLOST VIII requests were included in Board members' packets.

NEW BUSINESS

- A. Friedman Branch renovations are being discussed with Mr. Rick Acree and Ms. Takiyah Douse of Central Services. A preliminary list of prioritized renovations has been provided to Central Services. The Director is awaiting feedback from Mr. Acree regarding the list as it relates to the budget.

- B. Cranston Engineering Group request permission to cite the Maxwell Branch project as a public facility, for efficient saving cost for a grant for their company. It was moved, seconded, and carried to approve this request.

PUBLIC COMMENT

No public comment.

Mr. Phillip Williams presented an offer, from a local homeowner, to put up a bench on Headquarters property. The offer was declined and in line with previous requests of a similar nature.

ADJOURNMENT

It was moved and seconded that the Board of Trustees (BoT) meeting adjourn at 5:42 P.M.

Tracey Busbee, recorder.