

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

Minutes of the Regular Meeting  
March 16, 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, Ms. Beverly Tarver.

**ROLL CALL**

Members present: Christopher Mulliens; Roy Jones, Beatrice Green; Marian Brown, Treasurer; Roy Jones, Sue Pittman; Phillip Williams, Vice President; Beverly Tarver, President; David Scott; Lillie Hamilton, Cher Best. 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.

**MINUTES**

Acceptance of the February 2020 BoT minutes was moved, seconded, and unanimously approved with the following changes:

- The word “suggested” under Special Presentations should be changed to “stated”.
- The comments to add the Library Assistant Director, Ms. Tracey Busbee, should be moved to the Director’s Report. It was moved, seconded, and approved to add Ms. Busbee to the Library’s banking accounts.

**TREASURER’S REPORT**

- A. The Treasurer’s Report covered February 2020 and was included in the Trustees’ packets. The Director, Ms. Mashell Fashion, provided the dollar amount the Library owes to Augusta-Richmond County Commission. The Director reported payments to Richmond County for the month of February 2020.
- B. The following items were reviewed: Augusta-Richmond County Public Library System Income Statement, Augusta-Richmond County Public Library Balance Sheet, Wells Fargo State/Local Government Checking, South State Bank Summary of Account, Wells Fargo Year-End Account Summary, and Community Foundation Augusta Library Fund and Augusta Library Capital Fund statements for 02/01/2020-02/29/2020.
- C. An amended ARCPLS 2020 Budget was included in the BoT packet.
- D. A correction was made to the state grant report due to the Talking Book Center closing.

- E. A copy of the 2019 Annual Report's expenditure and revenue reports were included in the BoT packets.

## REPORTS

### A. President's Report

- a. It was moved, seconded, and carried to approve the ARCPLS 2020 Budget.

### B. Director's Report

- a. District 1 and 3 need representation by a Board of Trustee member.
- b. The Library applied for a Rapid Census Grant and partnered with the Mayor's Office to execute the services of the grant.
- c. Yerby Institute Writer in Residence's Library Programming initiatives was included in the BoT packet.
- d. The Maxwell and Friedman Branches are slated for funds on the Georgia Public Libraries FY 2021 Capital Outlay Draft Request.
- e. Five, \$500.00 and one, \$25.00 Visa Reward Cards were obtained through the Library's credit card incentives plan. The cards will be used to purchase Library supplies.
- f. The Library received a \$1,000.00 donation from Mr. Bob Young with the Augusta Authors Club.
- g. Currently, 3,910 ARCPLS patrons owe fines more than \$10.00, which limits the services they are eligible to receive through the Library. Eight hundred and forty-five accounts have been placed in collections.
- h. State materials funds have been restored to the budget in the amount of \$16,664.00.
- i. The sinkhole in the Wallace Branch parking lot has reappeared. Several county departments are working on the repair, but the cause is still unknown. The process will take time to resolve. The Library will continue to monitor the project. The area is blocked off to prevent foot and vehicle traffic across it.
- j. The Library will be participating in the 7<sup>th</sup> Annual Earth Day Celebration on April 18, 2020; if the event remains scheduled.
- k. The Library Director reported February 2020's circulation and door count statistics.
- l. The Library Director, the Library Assistant Director, and the Office Assistant are continually editing on the all of the Library Branches' and Headquarter Department's operations manuals.
- m. There are 38 full-time and 28 part-time Library employees. The Library Assistant II-Technology Assistant position is vacant.
- n. The 2019 Annual Report will be completed by the end of April 2020.
- o. The Library is hosting a Teachers Retirement Service one on one Counseling sessions for Library employees who are 5 or less years from retirement on April 27 and 28, 2020.
- p. The Quest Diagnostics Biometric Screening for Library employees on May 2020 has been canceled by the provider.
- q. The Library is currently planning for Summer Reading 2020. The Mayor's Reading Club and the Library will not be partnering this year during the summer. Some of the Summer Reading challenges were discussed.
- r. The Research Institute for Public Libraries Conference in Columbia, SC has been canceled. The Library Director, Library Assistant Director, and Outreach Librarian had been registered to attend.
- s. The Library Director will be taking vacation April 2-April 13, 2020.

### C. Committee Reports

- a. None to report.

### D. Friends of the Library Report

- a. The Friends of the Library was late to the meeting. No report.

## **UNFINISHED BUSINESS**

- A. February 2020 Incident Reports were included in the BoT packets. The Library Director maintains a list of patrons that have been permanently banned. Various Library staff attempt to put a picture with the offender's name. The list will be compiled and provided to all the Department Branches.
- B. The Augusta-Richmond County Public Library System Blue Book (ARCPLS) was provided to the BoT members as hardcopies at the meeting and via email. Each BoT member will review a section of the Blue Book and provide their grammatical, content, and spelling corrections to the Library Director by March 31, 2020.
- C. The Memorandum of Understanding between Georgia Legal Services Program, Inc. and ARCPLS was included in the BoT members' packet. It was moved, seconded, and carried to accept the partnership between ARCPLS and Georgia Legal Services Program, Inc.
- D. Memorandum of Understanding between Richmond County Council of PTAs and ARCPLS was included in the BoT members' packet. It was moved, seconded, and carried to accept the partnership between ARCPLS and Richmond County Council of PTAs.

## **NEW BUSINESS**

- A. It was moved, seconded, and carried to rescind the approval from the October 21, 2019, under New Business to transfer \$400,000 from South State Bank to CSRA Community Foundation.
- B. A revised ARCPLS Computer Policy was included in the BoT members' packet. It was moved, seconded, and moved to approve the revised ARCPLS Computer Policy.
- C. Two quotes from Carver Audio and Moretz to provide audio services for the Appleby Concert Series were included in the BoT members' packets. It was moved, seconded, and carried to accept the services from Carver Audio. The BoT President requested that a provision in the event of rain be added in the contract.
- D. A copy of the Augusta-Richmond County Public Library Constitution and Bylaws was included in the BoT members' packet. Georgia Public Library Services requires all libraries submit current Library Constitution and Bylaws every two years. A committee of three BoT members were selected to review the Constitution and Bylaws: Mr. Christopher Mulliens, Ms. Cher Best, and Mr. David Scott.
- E. Four Appleby Garden Concert Series Performance Agreements were included in the BoT members' packets: Mr. Xavier Hobbs, Mr. Doug Flowers Band, Mr. Matthew Whittington, and Mr. Harcourt Waller. It was moved, seconded, and carried to accept the four agreements.
- F. A copy of the ARCPLS Independent Accountants' Report and Financial Statements June 30, 2019, was included in the BoT members' packet. There are no material findings and the audit was completed on time. A correction is needed to remove the \$114,212 on page 12 under Permanent Fund, Fund Balance- Beginning and Fund Balance- Ending as the state funds were spent. It should be moved to General Fund. The corrected document will be forwarded to the BoT members. The auditor will be present at the next BoT meeting to answer questions.
- G. A copy of FY 2020 Financial Audit Engagement Letter was included in the BoT members' packet. Next year the audit should be completed by February 26, 2020. It was moved, seconded, and carried to approve the FY 2020 Financial Audit Engagement Letter.
- H. A Blackbaud Contract Transfer Agreement was included in the BoT's members' packet. Blackbaud is the Library's financial software package. It was moved, seconded, and carried to approve the Blackbaud contract.

- I. During the BoT meeting the Mayor declared all ARCPLS Libraries will be closed to the Public through April 1, 2020, in response to the pandemic. The Library and Library Assistant Director have drafted a Pandemic Plan. It will be forwarded to the BoT members.
- J. Cher Best was welcomed as a new member to the BoT.

#### **PUBLIC COMMENT**

No public comment.

#### **ADJOURNMENT**

It was moved and seconded that the BoT meeting adjourn at 5:42 p.m.

Tracey Busbee, recorder.