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: Beverly Tarver, President; Roy Jones; Beatrice Green; Marian Brown, Treasurer; Sue Pittman; David Scott; Lillie Hamilton; Christopher Mulliens. Members absent: Phillip Williams, Vice President (excused); 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.

SPECIAL PRESENTATION

Ms. Alicia Markyna was not present. It was moved, seconded, and carried to amend the agenda by removing the special presentation and moving it to another date.

MINUTES

Acceptance of the March 2020 BoT minutes was moved, seconded, and unanimously approved.

TREASURER’S REPORT

A. The Treasurer’s Report covered April 2020 and was included in the Trustees’ packet. The Director, Ms. Mashell Fashion, provided the dollar amount the Library owes to Augusta-Richmond County. The Director reported three payments to the County for the month of April 2020. The Library was closed to the public since March 17, 2020, which explains a decrease in revenue. A COVID-19 grant was received from Georgia Public Library Service (GPLS) for the amount of $4,222.00. The Talking Book Center grant funds will be expended and zeroed out. GPLS requires the Balance and Income Activity Statements be presented to the Board at least 4 times a year.

B. The following items were reviewed: ARCPLS Balance Sheet, ARCPLS Income Statement, South State Bank Summary of Business Choice Account for 02/28/2020-03/31/2020, South State Bank Summary of Business Choice Account for 03/31/2020-04/30/2020, South State Bank Summary of Smart Savings Account for 12/31/2019-03/31/2020, Wells Fargo State/Local Government Checking dated 03/31/2020, Wells Fargo Snapshot Portfolio Summary for 03/01/2020-03/31/2020, Community Foundation Augusta Library Fund 02/01/2020-02/29/2020, Community
Foundation Augusta Library Fund 03/01/2020-03/31/2020, Community Foundation Augusta Library Capital Fund statements or 01/01/2020-03/31/2020, BankersLife Brokerage Account Statement for 01/01/2020-03/31/2020, and ARC Library Billing and Payment Reconciliation for 01/2020-04/30/2020.

REPORTS

A. President’s Report
The President had no additional report other than items that will be under the Director’s Report and New Business.

B. Director’s Report
   a. The new Blackbaud financial software, Financial Edge and NXT; is up and running. The programs allow features such as tracking the success of programming, project codes, fund raising tracking, and fixed assets management.
   b. The Library has been closed to the public since March 17, 2020, which affected the circulation statistics for March and April 2020.
   c. The Director received the FY 2020 funding agreement from Augusta-Richmond County.
   d. Augusta-Richmond County Procurement assisted the Library in purchasing cleaning supplies and PPE. Many of the Library’s cleaning supplies are on backorder for months.
   e. The Director submitted a Legacy Link Training Site Agreement and Supervisor In-Kind Form to renew the Library’s agreement to host Legacy Link participants.
   f. The Director contacted Mr. Nathan Rall with Georgia Public Library Service GPLS to ensure the Library will not lose Maintenance, Renovation, and Repair (MMR) grants from previous years for the Friedman and Appleby Branches.
   g. The Director received an official memorandum from Ms. Donna Williams, Director of Finance, with Augusta-Richmond County Finance Department stating, the Library will receive capital outlay for $315,000.00. These funds will supplement the GPLS grant $212,000.00 to renovate the Appleby Branch up to ADA compliance.
   h. The Wallace Branch parking lot sink hole has not been repaired.
   i. ARCPLS Department and Branch procedure manuals are in the process of being edited.
   j. Currently, there are 38 full-time employees and 28 part-time employees. There are two vacant positions: Technology Assistant and Library Assistant II. The Director has imposed a hiring freeze due to the pandemic’s economic affect.
   k. The ARCPLS Annual Report booklet is completed.
   l. GPLS has purchased Beanstalk. Beanstack is an online reading challenge software and mobile application to assist in the creation, management, and measurement of reading. It will be implemented for Summer Reading. The Summer Reading start date has changed to June 15, 2020, to allow ARCPLS employees to be trained on the software. The Summer Reading end date is July 31, 2020.
   m. Ms. Carrie Koerber, Children’s Librarian, submitted a grant application to General Dollar Foundation. ARCPLS was awarded $3,000.00. These funds will be applied towards Summer Reading incentives.
   n. The Teachers Retirement System employer contribution is decreasing to 19.81% in FY22 from 21.14% this FY 2020.
   o. Marshals will be signing in and out at all locations. The Fiscal Officer will reconcile the hours reported against the invoices received for their service.

C. Committee Reports
The Constitution for the Augusta-Richmond County Public Library System committee will review the electronic copy of the constitution. Mr. Scott submitted some recommended edits. The report on the Constitution will be moved to Unfinished Business in a future meeting.

D. Friends of the Library Report
The Friends of the Library have not met since the Library closed. No report.

UNFINISHED BUSINESS

A. A copy of the Bedingfield, McCutcheon & Perry’s Independent Accountant’s Report was included in the Board members’ packet. The document states, ARCPLS spent the entirety of their state grant funds during the FY ending June 30, 2019.

B. March 2020 Incident Reports

March incidents were included in the Board members’ packet. There are no incident reports for the month of April.

C. Update on the ARCPLS Blue Book

The ARCPLS Blue Book Committee members were assigned sections to edit. Edits are complete. The Blue Book will be reorganized by grouping topics instead of alphabetized entries by August 31, 2020.

NEW BUSINESS

A. Longevity Increases Final Phase for Employees (Ratify)

It was moved, seconded, and carried to approve longevity salary increases for three Library employees, the Director, Head of Technical Services, and one Student Assistant.

B. Hazardous Pay for Essential Employees (Ratify)

Augusta-Richmond County implemented Hazardous Pay for employees who physically came into the workplace during April 6, 2020 through May 1, 2020. The Director only approved essential employees to come in to the buildings. It was moved, seconded, and carried to approve the Hazardous Pay for Library employees in accordance with the Augusta Richmond County’s directive.

C. ARCPLS Pandemic Plan

It was moved, seconded, and carried to approve the ARCPLS Pandemic Plan.

D. 2021 ARCPLS Proposed Budget

It was moved, seconded, and carried to approve the ARCPLS 2021 proposed budget.

E. Reopening ARCPLS June 1 with Reduced Hours

Augusta Richmond County will reopen fully to the public on June 1, 2020. The Director proposes providing curbside service to facilitate social distancing during a recuperative period. Patrons will place items on hold via phone or PINES and pick them up outside the library. Books will be bagged and given to the patron or placed in the patron’s car trunk when possible. Library employees will wear masks and gloves. Augusta-Richmond County Risk Management will be consulted as necessary on practices implemented. Curbside service will occur June 1 through June 22, 2020. The Board will reassess the Library’s services during the June 15, 2020, meeting and discuss services beyond June 22. It was moved, seconded, and carried to approve curbside service June 1 through June 22, 2020. Each BoT member will receive a copy of the procedures for curbside after the ARCPLS committee meet on May 20, 2020, to adjust details.

F. Bibliotheca Service and Maintenance Extended Warranty

It was moved, seconded, and carried to accept the quote from Bibliotheca.

G. Estimate for New Vertical Blinds at Wallace Branch

It was moved, seconded, and carried to accept the quote from Budget Blinds for $2534.40.

H. 1.5% Cost of Living Increases for Full and Part-time Employees

The decision to approve 1.5% cost of living increases for full-time and part-time employees was deferred until the next BoT meeting.

I. Memorandum of Understanding between ARCPLS and the Board of Regents of the University System of Georgia.
It was moved, seconded, and carried accept the agreement as outlined in the Memorandum of Understanding between the Board of Regents of the University System of Georgia and the Board of Trustees of the Augusta-Richmond County Public Library.

J. 2021 Application for State Aid to Public Libraries
   It was moved, seconded, and carried to approve the GPLS application for State Aid to Public Libraries.

K. 2021 Signature Authority Form
   It was moved, seconded, and carried to give Ms. Fashion authority to sign documents on behalf of the Library.

L. Certifications Regarding Debarment, Suspension and other Responsibility Matters
   It was moved, seconded, and carried to sign the Certifications Regarding Debarment, Suspension and other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination document.

M. FY 2021 System Services Grant Waiver Request
   Each year, GPLS allows the systems to take money out of the systems services and apply it towards salaries. The Director requests to leave all funds within the systems services grant. It was moved, seconded, and carried to maintain systems services grant as is.

N. United Way 4 volunteers for the summer
   A Memorandum of Understanding between United Way of the CRSA, AmeriCorps, and ARCPLS was included in the Board members’ packet. It was moved, seconded, and carried to accept the partnership and that ARCPLS will host for volunteers June 5 through July 31, 2020.

PUBLIC COMMENT

Ms. Marian Brown thanked Ms. Fashion for her leadership during the pandemic.
Ms. Fashion praised the Pandemic Project and the media coverage for the project initiated by the Georgia Room staff, Tina Monaco and Tina Floyd.

ADJOURNMENT

It was moved and seconded that the BoT meeting adjourn at 5:51 p.m.

Tracey Busbee, recorder.