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; Phillip Williams, Vice President; Cher Best. Members absent: none. Ex-Officio members present: Mashell Fashion, Library Director. Ex-Officio members absent: Commissioner John Clarke, Erika Bobbitt, Friends President.

APPROVAL OF AGENDA

Approval of the agenda with the deletion of the Special Presentation was moved, seconded, and carried.

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 the July meeting.

MINUTES

Acceptance of the May 2020 BoT minutes with edits under Unfinished Business was moved, seconded, and carried.

TREASURER’S REPORT

A. The Treasurer’s Report covered May 2020, and was included in the Trustees’ packet. The Director, Ms. Mashell Fashion, provided the dollar amount the Library owe to Augusta-Richmond County. Unexpected COVID-19 expenditures and state budget cuts are sited as budget challenges.

B. The following items were reviewed: South State Bank Summary of Business Choice Account for 04/30/2020-05/29/2020, Wells Fargo State/Local Government Checking dated 05/31/2020, Community Foundation Augusta Library Fund 05/01/2020-05/30/2020, Community Foundation, Community Foundation Augusta Library Capital Fund statements or 05/01/2020-05/30/2020, and ARC Library Billing and Payment Reconciliation.

REPORTS
A. President’s Report
   The President had no report.

B. Director’s Report
   a. The Director, Ms. Mashell Fashion, completed the 2021 FY Budget Data for Georgia
      Public Library Service (GPLS). There will be no state materials grant due to statewide
      14% budget cuts. This is in addition to a reduction of funds for the Talking Book Center
      which; was dissolved.
   b. A document detailing Personal Protective Equipment (PPE) purchases for ARCPLS was
      included in the Trustees’ packet.
   c. A document was included in the Trustees’ packet that stated the existing 288 hours cap
      for vacation accrual hours has been lifted until the end of the year.
   d. The Director discussed the success of curbside service at all ARCPLS locations. The
      Director provided pick up and circulation statistics for the first week of curbside service.
   e. SimplyE was tested by a group of ARCPLS employees. At this time, there is not a date
      that the service will go live at our location.
   f. ARCPLS received a $3,000.00 grant from Dollar General Literacy Foundation.
   g. Legacy Link employees will return to ARCPLS locations on July 13, 2020.
   h. The Director provided statistics of operating public libraries in Georgia: 54 systems have
      staff working from their locations, 47 offer limited services, and 7 systems are closed.
   i. Wallace Branch sinkhole in the parking lot asphalt has been repaired. However, the cause
      is still undetermined.
   j. The Director, Assistant Director, and Office Assistant are reviewing procedural manuals
      for HQ departments and Branches.
   k. There are currently 38 full-time employees and 27 part-time employees. The current open
      positions are Technology Assistant, Library Assistant II, and a Student Assistant position.
      There is one pending retirement on July 31, 2020. A hiring freeze is still in effect.
   l. Each Trustee received a copy of the 2019 Annual Report. The Director thanked the
      committee for their assistance.
   m. Summer Reading is underway and is tracked using Beanstack. The Director encouraged
      the Trustees to register. The Virtual Summer Reading Kickoff was 06/15/2020, from
      10:00 a.m. - 3:00 p.m.
   n. ARCPLS employee six-month evaluations will be completed by the end of June.
   o. Board members received a copy of the E-rate Funding Commitment Decision Letter for
      the funding year 2020.
   p. An ARCPLS patron signed up Diamond Lakes and Friedman Branch to be the recipients
      of the Community Bag Program Initiative. Friedman Branch will receive a $1.00
      donation for each bag sold at Bi-Lo at 2803 Wrightsboro Road during the month of July.
      The month that Diamond Lakes will be the recipient is not determined yet. A Give-A-
      Shirt Initiative is underway as well.
   q. Three ARCPLS locations: HQ, Friedman Branch, and Maxwell Branch, are grant
      recipients of the Public Library Association (PLA) Grow with Google/ Libraries Lead
      with Digital Skills Initiative. Each library will receive $2,000.00 to conduct
      programming. If a branch is spotlighted for an award, the branch will be awarded an
      additional $3,000.00.
   r. The Director will be on vacation from 6/16/2020-6/22/2020. The Deputy will be the
      Assistant Director, Ms. Tracey Busbee.

C. Committee Reports
   The ARCPLS Constitution Committee will report at next month’s meeting.

D. Friends of the Library Report
   Ms. Erica Bobbitt sent an email in her absence that the President, Ms. Tarver, read. The Friends
   are attempting to secure masks they may give or sell to patrons when the Library reopens to the
public. They will support the Give-a-Shirt program in which, through the sale of t-shirts, the Library will receive donations. The Friends will also support the Community Bag Program Initiative.

UNFINISHED BUSINESS

A. Update on the ARCPLS Blue Book
   The Blue Book Committee is working on grouping topics by subjects in the Blue Book.
B. Reopening Phases for ARCPLS
   The Trustees’ packet included the Director’s recommendations for reopening the Library locations. There are 4 phases in which the Library would increase public access to services and materials. It was moved, seconded, and carried to approve the four phases of reopening.
C. 1.5% Cost of Living Increases for Full and Part-time Employees (Ratify)
   The Augusta-Richmond County Commissioners are to vote on 6/16/2020, to approve or deny the 1.5% cost of living increases for county employees. It was moved, seconded and carried to ratify the email vote contingent on whether the County passes or rejects the raises. The Trustees would support the County’s decision.

NEW BUSINESS

A. Estimates for Sneeze Guards for six branch locations
   It was moved, seconded, and carried to accept the Keen Signs’ estimate.
B. Director Salary Approval for FY 2021
   The Director’s salary must be Board approved for auditing purposes. It was moved, seconded, and carried to approve the Director’s FY 2021 salary.
C. Estimate for Heating, Ventilation and Air Conditioning (HVAC) Repair for Appleby Branch
   Sig Cox provided two quotes for two options. One quote is to repair current boiler parts and one is to install a new unit. It was moved, seconded, and carried to replace the unit.
D. Census Enumerator Training Space at the Augusta-Richmond County Public Library for all six locations.
   The census group is looking for training space and would like to use the Library’s six locations. The Board’s decision is tabled until next meeting and is contingent the submission of a CDC-compliant plan for social distancing during the training.
E. Wells Fargo CD Renewal
   The Wells Fargo CD has matured. It was moved, seconded, and carried to renew for another 6 months at 0.15%.

PUBLIC COMMENT

Mr. Mulliens thanked the Director and ARCPLS staff for doing a great job with curbside and the opportunity to attend the reopening committee meeting. The Director extended an invitation to all BoT members to join committee meetings. The BoT President, Ms. Beverly Tarver, thanked the Director and ARCPLS staff for doing a wonderful job.

ADJOURNMENT

It was moved and seconded that the BoT meeting adjourn at 5:33 p.m.

Tracey Busbee, recorder.