

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
July 20, 2020
Augusta-Richmond County Public Library
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: Beverly Tarver, President; Roy Jones; Beatrice Green; Marian Brown, Treasurer; Lillie Hamilton; Christopher Mulliens; Phillip Williams, Vice President. Members absent: Sue Pittman; David Scott; 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, with the correction of a word in IX. H, was moved, seconded, and carried.

SPECIAL PRESENTATION

Ms. Alicia Marknya, Auditor with Bedingfield, McMutcheon and Perry Certified Public Accountants, P.C., presented information on the 2019 FY audit. Ms. Marknya compared and contrasted the 2019 FY audit with previous years, citing losses and gains in revenue and expenditures. The bookkeeping is in good shape.

MINUTES

Acceptance of the June 2020 BoT minutes was moved, seconded, and carried.

TREASURER'S REPORT

- A. The Treasurer's Report covered June 2020 State and Local reports and was included in the Trustees' packet. The Director, Ms. Mashell Fashion, provided the dollar amount the Library owes to Augusta-Richmond County.
- B. The following items were reviewed: South State Bank Summary of Business Choice Account for 05/29/2020-06/30/2020, Wells Fargo State/Local Government Checking dated 06/30/2020, Community Foundation Augusta Library Fund 06/01/2020-06/30/2020, Community Foundation Augusta Library Capital Fund statements or 06/01/2020-06/30/2020, BankersLife Brokerage Account Statement for 04/01/2020-06/30/2020, and ARC Library Billing and Payment Reconciliation for 01/2020-06/30/2020.

REPORTS

A. President's Report

The President addressed two letters from ARCPLS's staff regarding patrons and mandatory face coverings. These letters have been forwarded to the Commission, and the Interim County Administrator. The Augusta Mayor announced the mask requirements for the County.

B. Director's Report

- a. The Director was notified that Blackbaud experienced a ransomware attack on their server. The Library's information was not compromised. Blackbaud has now encrypted its files.
- b. The Library received several notes from the public thanking the ARCPLS's staff for curbside service.
- c. The Summer Reading Program ends July 31, 2020.
- d. The Director reported that the Library's Phase II, which began July 6, 2020, was quiet and uneventful. Patrons were able to register for library cards, place holds, receive reference assistance over the phone, experience virtual programming, and pick items up via curbside service. Library items are still being quarantined for at least 72 hours and no fines are being applied. Phase III begins July 27, 2020, and will last for three weeks.
- e. Circulation is down due to the COVID-19 pandemic.
- f. Ms. Olivia Gaines, the resident author, provided a summary of virtual events and programs she held.
- g. The Library has completed updating the New Employee Checklist, which is used during training.
- h. Four library locations were inspected by Mr. Willie Ivey along with the Fire Department to assist with determining safety measures for the Library.
- i. The Director gave an update of Georgia libraries' reopening services.
- j. The State Health Benefits audited the libraries payroll the 3rd quarter and there were no findings. The Director will compile a May, June, July statements for the next audit.
- k. Three library locations experienced leaks during the last rainfall.
- l. The BoT packet included information on COVID-19 that Augusta Richmond County Human Resources forwarded to departments and information about the Families First Coronavirus Response Act (FFCRA).
- m. The Director is working with Mr. Acree about the Appleby Branch roof replacement. The list of priorities for Friedman Branch modifications has been forwarded.
- n. Staff Day 2020 is canceled due to the Coronavirus concerns. Staff will report to work as usual on September 9, 2020.
- o. There are currently 65 employees total, 36 full-time and 29 part-time. There is one pending retirement. Two students have resigned effective July 31, 2020. The hiring freeze will remain in place.

C. Committee Reports

The ARCPLS's Constitution Committee will report at next month's meeting. Mr. Scott was not present.

D. Friends of the Library Report

The Friends President, Ms. Bobbit, reported that the past few months have been quiet. The current challenge is book sales have been halted due to Coronavirus. There have been conversations about mask sales, but those were also halted with the new local mask mandate. Ms. Bobbitt offered assistance in any way possible.

UNFINISHED BUSINESS

- A. Update on the ARCPLS Blue Book
The Blue Book is completed and grouped by subject. A hard copy will be supplied to the BoT members during next month's meeting. BoT will receive an electronic copy via email before the next meeting.
- B. Reopening Phases for ARCPLS – Patrons Wearing Masks
Phase III will begin 7/27/2020. Most services will resume but may be still limited in some manner. Most seating has been removed. There will be a limited number of computers to use for one 45-minute computer session per patron each day. Some sneeze guard modifications are still underway to fully close in service desks.
- C. Incident Reports
The Library received 3 incident reports in June 2020. A copy of the incident reports were included in BoT members' packet.

NEW BUSINESS

- A. State Reimbursed Director Salary
The Director was notified that each facet (state reimbursed salary, benefit, local salary) of the Director's compensation must be voted on by the BoT separately. It was moved, seconded, and carried to approve the Director's state-reimbursed salary. This includes \$688.00 of the Director's supplement.
- B. State Reimbursed Benefit for Director
It was moved, seconded, and carried to approve the Director's state-reimbursed benefit salary.
- C. Local Salary for Director
It was moved, seconded, and carried to approve the Director's local salary.
- D. ARCPLS FY 2021 Updated Planned State Budget
It was moved, seconded and carried to accept the funding from GPLS.
- E. Augusta-Richmond County Public Library FY 2021 Updated Proposed Budget
It was moved, seconded, and carried to accept the revised 2021 Proposed Budget.
- F. Library Organizational Chart
It was moved, seconded, and carried to approve the current ARCPLS revised organizational chart.
- G. Estimate to Replace Heating, Ventilation and Air Conditioning Blower Motor-Wallace Branch
It was moved, seconded, and carried to approve the Sig Cox proposal.
- H. Overgrown Kudzu on Fence in the Alley
It was moved, seconded, and carried to approve the Davis Landscape Company Proposal.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

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

Tracey Busbee, recorder.