

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
August 17, 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; Phillip Williams, Vice President; Sue Pittman; David Scott. Members absent: Cher Best; Christopher Mulliens (excused). Ex-Officio members present: Mashell Fashion, Library Director. Ex-Officio members absent: Commissioner John Clarke; Erika Bobbitt, Friends President (excused).

APPROVAL OF AGENDA

It was moved, seconded, and carried to approve the agenda with the following amendments:

- Adding item VIII K. Bonding under New Business Employee Benefits Liability and Dishonesty Bonds
- Phase IV reopening of the Library under VII B will be changed to 9/21/2020

SPECIAL PRESENTATION

No special presentation was scheduled.

MINUTES

It was moved, seconded, and carried to accept the July 2020 BoT minutes with one edit under Unfinished Business H (Davis Landscaping Company proposal).

TREASURER'S REPORT

- A. The Treasurer's Report covered July 2020 and was included in the Trustees' packet. The Director, Ms. Mashell Fashion, provided the dollar amount the Library owes to Augusta-Richmond County. It was noted by the Library Director to correct the date range at the top of the report to 2020.
- B. The following items were reviewed: South State Bank Summary of Business Choice Account for 06/30/2020-07/31/2020, Wells Fargo State/Local Government Checking dated 07/31/2020, Wells Fargo Snapshot Portfolio Summary for 07/01/2020-07/31/2020, Augusta Library Fund 07/01/2020-07/31/2020, Augusta Library Capital Fund 07/01/2020-07/31/2020, ARC Library Billing and Payment Reconciliation for 01/2020-07/30/2020.

REPORTS

A. President's Report

The President had no report.

B. Director's Report

- a. Mr. Ben Dudley and Mr. Gary Hand saved the Library at least \$6,000 by saving parts from an old air handler controller from 2016.
- b. The Community Bag Program raised \$53 for the Friedman Branch Library which ended July 31, 2020.
- c. The Summer Reading Program ended July 31, 2020. ARCPLS will have access to the Beanstack application for reading challenges year-round until May 2023. GPLS will pay for the continued service.
- d. The Writer in Residence, Ms. Cheryl Corbin, provided a monthly summary for July of virtual activities. These activities serve to build and grow the Yerby Institute while informing the public about the institute's purpose.
- e. The Director and Public Relations Assistant formed a Virtual Programming Committee to assist staff with online programming.
- f. The August-Richmond County Government 2021 Budget Planning Calendar for FY 2021-Work sessions are included in the BoT members' packet.
- g. A copy of the GPLS Accounting and State Grant Deadlines for Public Libraries is included in the BoT members' packet.
- h. The staff worked to compile a list of grants the Library received from 2010 to the present. The total grant amount received for this period is \$1,016,632.02.
- i. A Request for Proposal (RFP) has been completed by the Richmond County Architect, Mr. Rick Acree, for the Appleby Branch Library design. The RFP has been assigned Bid Number 20-235. This RFP has been advertised and a Zoom meeting is scheduled for September 15, 2020, from 11 am-12 noon.
- j. All 62 public libraries in the state of Georgia have staff in the building. There are 24 systems limited to curbside service and 38 with full/limited services.
- k. The GPLS Directors' Virtual meeting will be held September 16-18, 2020.
- l. The Annual State Report has 532 questions for the FY 2020. This report is due to GPLS on September 14, 2020.
- m. The Library Director will be on vacation August 31 –September 8, 2020.

C. Committee Reports

The ARCPLS Constitution Committee will report at next month's meeting.

D. Friends of the Library Report

UNFINISHED BUSINESS

A. Approval of ARCPLS Blue Book Policy and Procedures Manual

The approval of the ARCPLS Blue Book will be tabled until all BoT members' have received their copy.

B. Phase IV for Library Reopening, September 21/Headquarters Library Sunday Hours (2pm-5:30pm)

The Library will postpone Phase IV (four) until September 21 for various reasons discussed. It was moved, seconded, and carried that the Library stay closed on Sundays until the Library opens back up fully to the public or the Board reconsiders the decision.

C. Incident Reports

July 2020 Incident Reports were included in the BoT members' packet and discussed.

NEW BUSINESS

A. FY 2020 Actual State Budget

It is required by GPLS for each library system to submit a budget data report which reflects that all State funds have been spent. This document is verified by the auditor and must be signed and dated by the Board President and the Library Director. It was moved, seconded, and carried to accept the GPLS Budget Data for Augusta-Richmond County Public Library System.

B. FY 2020 Completion Report

GPLS requires a memorandum detailing any changes made to the budget during the fiscal year. The document was included in the BoT members' packet. The document must be signed and dated by the Board of Trustees President and the Library Director.

C. Augusta-Richmond County Budget Preparation Packet for FY 2021

The Director included copies in BoT members' packet of the following documents: Budget Preparation Checklist, Statement of Compliance, General Information that includes the Intended use of Augusta Funding, Building Maintenance, Specific Projects, Agency/Joint Funding Budget Request 2021 Budget Worksheet, and Agency/Joint Funding Budget Request Payroll Costs. The packet was submitted to Augusta, Georgia Finance Department for funding.

D. ARCPLS Active Shooter Plan

A copy of the ARCPLS Active Shooter Plan was included in the BoT members' packet. This was tabled until the next meeting.

E. Library Director's Vacation Accrual

The Library Director reminded the Board that the annual leave accrual cap has been removed due to COVID-19. The Director discussed her leave accrual and plans to schedule vacation time.

F. Estimate for New Lennox Five Ton Heat Pump Condenser, Air Handler, and Programmable Thermostat for the Appleby Branch Library-Ratify

It was moved, seconded, and carried to ratify the Sig Cox proposal for Appleby Branch Library.

G. Contract for Virtual Star Wars Day Speaker on October 10, 2020

It was moved, seconded, and carried to approve the contract for the Virtual Star Wars Day Speaker.

H. Professional HVAC Maintenance Service Contract for Friedman

It was moved, seconded, and carried to approve the EMCOR Professional HVAC Maintenance Service Contract for Friedman Branch. There is no cost increase over last year's contract.

I. Professional HVAC Maintenance Service Contract for Headquarters

J. It was moved, seconded, and carried to approve the EMCOR Professional HVAC Maintenance Service Contract for Headquarters. There is no cost increase over last year's contract.

K. Augusta National Golf Club Donation- \$1,500.00

A copy of a letter detailing a \$1,500 donation from the Augusta National Golf Club was included in BoT members' packet.

L. Bonding for Library Employees

Two bonds have been secured: A Dishonesty Bond with Western Surety Company and a Liability Bond with Great American Insurance Company. It was moved, seconded, and carried to affirm the purchase of the Dishonesty Bond and Liability Bond.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

It was moved and seconded that the BoT meeting adjourn at 5:23 p.m.

Tracey Busbee, recorder.