

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
September 21, 2020
Augusta-Richmond County Public Library
4:30 PM

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; David Scott; Cher Best; Christopher Mulliens. Members absent: Sue Pittman (excused). Ex-Officio members present: Mashell Fashion, Library Director; Erika Bobbitt, Friends President. Ex-Officio members absent: Commissioner John Clarke.

APPROVAL OF AGENDA

It was moved, seconded, and carried to approve the agenda with the addition of item L under VIII.

MINUTES

It was moved, seconded, and carried to accept the August 2020 BoT minutes.

TREASURER'S REPORT

- A. The Treasurer's Report covered August 2020 and was included in the Trustees' packet. The Library Director, Ms. Mashell Fashion, provided the dollar amount that the Library has paid and owes to Augusta-Richmond County Commission as of August 2020.
- B. The following items were reviewed: South State Bank State/Local Government Checking Balance Beginning 8/1/2020-8/31/2020, Wells Fargo State/Local Government Checking dated 08/31/2020, Community Foundation Augusta Library Fund 08/01/2020-08/31/2020, Community Foundation Augusta Library Capital Fund 08/01/2020-08/31/2020, ARC Library Billing and Payment Reconciliation for 01/2020-07/30/2020.

REPORTS

- A. President's Report
 - a. The President presented a thank you note to the Board and Library Director, from Board Member Mr. Christopher Mulliens, regarding his recent absence from a Board meeting.
 - b. The President reported she called and left a message with Representative Henry Wayne Howard's Augusta office regarding a personnel matter.
- B. Director's Report

- a. A 2020 Capital Outlay Draft Request prepared by Mr. Nate Rall, Director of Planning and Construction, was included in the Board member's packet for the Maxwell Branch.
 - b. The Library Director started Wallace Branch's Major Repair and Renovation Grant (MRR).
 - c. Statistics were included in the Board members' packet. Circulation stats are approximately half of the normal totals numbers. Patrons are gradually returning to the Library.
 - d. The Director reviewed current service levels of Georgia public libraries.
 - e. Georgia Download Destination will transition from RBDigital to Overdrive's Libby platform to provide e-books and eaudiobooks to PINES patrons. The change has a projected date of 10/1/2020.
 - f. The Writer in Residence monthly summary was included in the Board members' packet.
 - g. The Library Director attended a virtual Directors meeting from 9/16/2020-9/18/2020.
 - h. The Library Director thanked the ARCPLS staff who assisted with the Annual Report covering 532 questions this year.
 - i. Closing procedures for FY 2020 ends October 30, 2020. A final check is performed by Ms. Patty Alligood, the Library's Blackbaud Consultant.
 - j. The Library Director described the current status of the Library's staff positions. One student resigned since the last meeting. Currently, there are 62 staff members which includes 35 full-time and 27 part-time employees. The Library hired six new students and one full-time employee since the last meeting.
- C. Committee Reports
- a. ARCPLS Constitution and Bylaws
It was moved, seconded, and carried to approve the ARCPLS Constitution and Bylaws with corrections to section 7a in the Constitution, officers and their elections.
- D. Friends of the Library Report
- The Board President presented information for Ms. Bobbitt, who had technical difficulties after New Business. Friends will soon discuss their Annual Meeting for 2021.

UNFINISHED BUSINESS

- A. Approval of ARCPLS Blue Book Policy and Procedures Manual
It was moved, seconded, and carried to approve the ARCPLS Blue Book Policy and Procedures Manual.
- B. Phase Four for Library Reopening, September 21, 2020
The Library is currently in Reopening Phase Three. The Reopening Committee discussed staying in Phase Three. It was moved to proceed month-to-month. The motion was not seconded. It was moved, seconded, and carried to remain in Phase Three until January 2021. Implementation of Phase Four will be considered for January 2021 and contingent upon the environment and circumstances.
- C. August –September Incident Reports
The incident reports were included in the Board members' packet. Marshals' have been rotated with other county locations so we will see new Marshals at our locations more often.

NEW BUSINESS

- A. ARCPLS Active Shooter Plan
It was moved, seconded, and carried to approve the Active Shooter Plan with the addition of stipulations for annual drills.

- B. ARCPLS Telecommuting Policy and Procedures
It was moved, seconded, and carried to approve the ARCPLS Telecommuting Policy and Procedures. The Board President suggested addendums to include technology requirements and a dress code.
- C. Children's Department Procedures Manual
It was moved, seconded, and carried to accept the manual in C-F.
- D. Information Technology Department Procedures Manual
It was moved, seconded, and carried to accept the manual in C-F.
- E. Outreach Services Manager's Procedures Manual
It was moved, seconded, and carried to accept the manual in C-F.
- F. Technical Services Procedures Manual
It was moved, seconded, and carried to accept the manual in C-F.
- G. Director's Table of Contents for the Procedure Manual (Volume 1 and Volume 2)
It was moved, seconded, and carried to accept the Director's Manual.
- H. Appleby Branch Renovation Project Bid Item:20-235
A copy of the New RFP Opening Date and Responses to Vendor's questions were included in the Board members' packet. RFP open date schedule for September 22 at 3pm.
- I. Library's Rights for Paintings and Murals on the Property (Inside/Outside Buildings)
A request was made by a local nonprofit to take a picture in front of the Children's mural with her bicycle. The Library needs a policy in place. The Board recommended contacting Mr. Cory Rogers and Mr. Kevin Grogan.
- J. Director's Evaluation for FY 2021
The Board President asked for volunteers to form a committee to evaluate the Library Director. Mr. Christopher Mulliens (Chair), Mr. Phillip Williams, and Ms. Lillie Hamilton were selected for the committee.
- K. Memorandum of Agreement between the Greater Augusta Partnership for Literacy and ARCPLS
It was moved, seconded, and carried to accept the Memorandum of Agreement.
- L. Commissioner Bobby Williams use of the Auditorium for a Special Meeting, Sept. 30
It was moved, seconded, and carried to approve the use of the auditorium for Commissioner Bobby Williams.

PUBLIC COMMENT

The Board President noted that September is Library Card Sign-up Month.

ADJOURNMENT

It was moved and seconded that the BoT meeting adjourn at 5:52 p.m.

Tracey Busbee, recorder.