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; Sue Pittman; David Scott; Christopher Mulliens. Members absent: Cher Best; Phillip Williams, Vice President (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.

SPECIAL PRESENTATION

Mr. Michael Taylor with Traveler’s Insurance presented information about Cyber Liability Insurance coverage. Cyber Liability Insurance protects the client from costs associated with the liability of a claim or suit related to an information breach.

MINUTES

It was moved, seconded, and carried to accept the September 2020 BoT minutes with the deletion of an incomplete sentence of the Public Comment section.

TREASURER’S REPORT

A. The Treasurer’s Report covered September 2020 and was included in the Trustees’ packet. The Library Director, Ms. Fashion, provided the dollar amount that the Library has paid and owes to Augusta-Richmond County Commission as of October 2020.

B. The following items were reviewed: Bankers Life Brokerage Account Statement dated July 1, 2020-September 30, 2020, South State Bank Smart Savings Account 06/30/2020-09/30/2020, Wells Fargo Snapshot 09/01/2020-09/30/2020, Wells Fargo State/Local Government Checking 09/30/2020, Community Foundation Augusta Library Fund 09/01/2020-09/30/2020, Community Foundation Augusta Library Capital Fund 09/01/2020-09/30/2020, ARC Library Billing and Payment Reconciliation for 01/2020-09/30/2020.

REPORTS
A. President’s Report
   a. The United States Postal Service (USPS) service informed delivery will send mail recipients an email that provides a greyscale image of the exterior of letter-sized mail pieces and track packages in one location. It is free to sign up for the service.
   b. The BoT President spoke to Representative Wayne Howard in reference to the personnel incident and the issue is resolved.

B. Director’s Report
   a. The Augusta-Richmond County Commission has hired a new County Administrator, Mr. Odie Donald II. Mr. Donald will start on November 16, 2020.
   b. Open Enrollment 2021 dates for state health benefits and flexible benefits are October 19-November 6, 2020.
   c. The Library Director, Ms. Fashion, completed a Major Repair and Renovation (MRR) proposal for Wallace Branch Library and submitted it on October 7, 2020 to Mr. Nate Rall, Director of Library Planning and Construction, with (Georgia Public Library Service) GPLS.
   d. The Library Director, Ms. Fashion, has placed Maxwell Branch Library on the 2022 Capital Outlay request.
   e. Library Department Heads are working on repair and renovation estimates for the Headquarters (HQ) Library. The Library Director, Ms. Fashion, will complete a 2023 MRR for Headquarters with a completion date in late November or early December 2020.
   f. The Library Director, Ms. Fashion, discussed why the Library’s monthly Circulation statistics are lower than the previous year.
   g. A copy of the October, November, December Quarterly was included in the Board members’ packet. The Library Director, Ms. Fashion, invited the BoT members to attend some of the Library’s virtual programs.
   h. The Library Director, Ms. Fashion, provided an update of Georgia Libraries’ service levels.
   i. A copy of a letter from Blackbaud was included in Board members’ packet. The Library was not a part of the Blackbaud breach and no further actions will be taken at this time.
   j. The first virtual Star Wars Reads Day on October 10, 2020. The Library Director, Ms. Fashion, thanked Ms. Leah Holloway, Mr. Ben Dudley, Ms. Erin Prentis, Mr. Cory Rogers, and the Star Wars Reads Day Committee for a successful program again this year.
   k. The Augusta Herald digitization project is now complete. Free access to issues are available for the years 1898-1924, through the Library webpage and the Georgia Historic webpage. The Library Director thanked the Knox Foundation and the Friends of the Library for their funding contributions.
   l. An application for an Early Language and Literacy Mini-Grant from the Sandra Dunagan Deal Center for Early Language and Literacy was completed for $1500 to supplement 2021 Summer Reading funding. The mini grant, if awarded, will be used to purchase reading incentives.
   m. The grant writing team is working on a Tech Innovation Grant, through GPLS, for extra funding for technology innovation due to impact of Covid-19. The amount eligible is up to $30,000. The application deadline is October 30, 2020.
   n. A copy of the September 2020 ARCPLS Writer in Residence report was included in the Board members’ packet.
   o. The Library Director, Ms. Fashion, reported that the FY 2020 financials are closed and the Library’s auditor, Ms. Alicia Markyna, has been given the preliminary items she requested.
p. The Library Director, Ms. Fashion, reported on the Library’s staffing personnel. The Library has 3 full-time positions that remain open. The status of those positions will be reevaluated January 2021.

q. The Library Director, Ms. Fashion, completed a quarterly audit report for state health that included payment vouchers, prelists, summary reports, ESPs and discrepancies for May-July 2020.

r. The Library Director, Ms. Fashion, will be on vacation October 21-27, 2020.

C. Committee Reports
   No report from the Evaluation Committee.

D. Friends of the Library Report
   No report from the Friends of the Library.

UNFINISHED BUSINESS

A. September-October Incident Reports
   The Library Director, Ms. Fashion, stated Incident Reports must be completed for Library and temporary employees who become ill on Library property.

B. FY 2020 Georgia Public Library Annual Report
   A copy of the document containing 532 questions which were answered by the 63 public libraries in Georgia, was included in the Board members’ packet. Once the compiled report is completed by GPLS, the Library Director, Ms. Fashion, will include a copy in the Board members’ packets.

C. Library Rights to Painting Murals
   The Library Director, Ms. Fashion, received policies and agreements from downtown Directors. The Library Director, Ms. Fashion, will evaluate the current agreement to add necessary changes.
   The Morris Museum Director donated posters to ARCPLS.

D. Appleby Branch Renovations
   The Appleby project is moving forward. The first meeting was held October 8, 2020. There were 8 proposals. Gunn Meyerhoff Shay Architects of Savannah GA was selected. The project will be on the Commission agenda soon.

E. Friedman Branch Renovations
   There is a preproposal conference for construction services on November 8, 2020. On November 18, 2020, there is an open bid conference for construction services. It is possible both library branches, Friedman and Appleby, will be closed at the same time due to renovations.

NEW BUSINESS

A. Cyber Insurance for ARCPLS
   It was moved, seconded, and carried to postpone the decision to get the coverage until the next BoT meeting. Questions should be submitted to the Library Director, Ms. Fashion, by November 2, 2020.

B. Estimates for Vandal Resistant Buttons for Headquarters Elevators
   It was moved, seconded, and carried to replace all of the internal and external public elevator buttons with Vandal Resistant buttons.

C. ARCPLS Branch Manuals (AB, DL, FB, MB, WB)
   It was moved, seconded, and carried to approve the ARCPLS Branch Manuals.

D. Main Library Tree Pruning (Library Parking/Telfair Street)
   It was moved, seconded, and carried to approve the Davis Landscaping proposal for the tree trimming at the Headquarters Library.

E. Georgia Public Library Service Major Repair and Renovation FY 2022 Application for Wallace Branch Library (Ratify)
It was moved, seconded, and carried to ratify the MRR proposal for Wallace Branch Library. Has been submitted to GPLS.

F. Georgia Surety Dishonesty Bond Renewal for Library Employees ($100,000)
   It was moved, seconded, and carried to accept the renewal.

G. Estimates for Maxwell Branch Heating Ventilation and Air Conditioning Maintenance
   It was moved, seconded, and carried to accept the Coleman proposal.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

It was moved, seconded, and carried that the BoT meeting adjourn at 5:40 p.m.

Tracey Busbee, recorder.