

Augusta-Richmond County Public Library System  
Board of Trustees Regular Meeting  
November 16, 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 Ms. Beverly Tarver.

**ROLL CALL**

Members present: Beverly Tarver, Roy Jones; Beatrice Green; Marian Brown, Lillie Hamilton; Cher Best; Phillip Williams, Christopher Mulliens; David Scott. Members absent: Sue Pittman. Ex-Officio members present: Mashell Fashion. Ex-Officio members absent: Commissioner John Clarke; Erika Bobbitt, excused.

**APPROVAL OF AGENDA**

It was moved, seconded, and carried to approve the agenda with the addition of item number G. AARP Foundation Tax-Aide February-April 2021.

**SPECIAL PRESENTATION**

Mr. John Fredo, with the American Association of Retired Persons (AARP), discussed the AARP Foundation Tax-Aide Proposal for Tax Preparation February-April 2021. The proposal is Covid-19 sensitive. AARP will accommodate Augusta-Richmond County Public Library System requirements.

**MINUTES**

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

**TREASURER'S REPORT**

- A. The Treasurer's Report covered October 2020, and was included in the Trustees' packet. The Library Director provided the dollar amount that the Library has paid and owes to Augusta-Richmond County Commission as of November 16, 2020.
- B. The following items were reviewed: South State Bank Business Choice Summary of Account 09/30/2020-10/30/2020, Wells Fargo Snapshot 10/01/2020-10/31/2020, Wells Fargo State/Local Government Checking 10/31/2020, Community Foundation Augusta Library Fund 10/01/2020-10/31/2020, Community Foundation Augusta Library Capital Fund 10/01/2020-10/31/2020, ARC Library Billing and Payment Reconciliation for 01/2020-10/31/2020.

**REPORTS**

- A. President's Report  
No report from the President.

**B. Director's Report**

- a. The Department Heads and managers at Headquarters are assisting with the preparation of the FY 2023 Major Repair and Renovation (MRR) grant. The Headquarters building is now over 10 years old and is in need of some renovation and modernization.
- b. Health Benefits and Flexible Benefits Open Enrollment is complete for FY 2021. The document has been submitted to Human Resources and Payroll Departments.
- c. A copy of the Yerby Institute's Ms. Olivia Gaines monthly report was included in the Board members' packet.
- d. Copies of three Lib Tech grant applications were included in the Board members' packet. Lib Tech funds are for public access computers and technology infrastructure. One of the grants has been approved by GPLS for \$11,061.00.
- e. The Library Director gave an update of Georgia libraries' current operating statuses.
- f. The auditor has picked up a box of items required for the 2020 auditing process. The audit is underway. The next phase will include pulling checks issued by ARCPLS for vendor's payment.
- g. The Library Director praised the ARCPLS staff for doing an outstanding job with virtual programming.
- h. Currently, year-end evaluations are underway. All evaluations are due December 16, 2020.
- i. The Library Director described the current status of open and filled positions at the Library. There were 2 recent student resignations. There are 62 employees, 37 full-time and 25 part-time.
- j. There is a new web portal for State Health Benefit Plan (SHBP). None of the benefit team were able to log in and use the functions of the web site. Help tickets have been submitted.
- k. The Augusta-Richmond County's annual payroll meeting was attended by the Library's timekeepers.
- l. The Office Assistant organized all of the Library's contracts into three binders.
- m. The Library Director is working on 2 databases for current and previous employees.
- n. There is a virtual Director's meeting December 3- 5, 2020.
- o. The Library Director has scheduled vacation time from November 23, 2020- November 25, 2020. All Library locations are closed for the Thanksgiving holiday November 26, 2020- November 27, 2020.
- p. The Library Director reminded the Board members there will not be a Board meeting in December 2020.

**C. Committee Reports**

Mr. Christopher Mulliens reported on the Library Director's annual evaluation status. Ms. Beverly Tarver, asked for a status report in January.

**D. Friends of the Library Report**

No report from the Friends of the Library.

**UNFINISHED BUSINESS**

**A. October- November 2020 Incident Reports**

A copy of the incidents reports were included in the Board members' packet.

**B. Appleby Branch Renovations**

The Library Director has not received confirmation that the renovations are on the Commission agenda at this time. The Library Director will contact Mr. Acree to inquire the status of the project.

**C. Friedman Branch Renovations**

There is an opening bid meeting schedule for November 18, 2020, for Friedman Branch renovations.

- D. Cyber Insurance for ARCPLS/Insurance Cyber Threat  
Two quotes from two companies (Beazley Insurance Company and Travelers Indemnity Company) were included in the Board members' packets. The Board members discussed the two plans and coverage options. It was moved, seconded, and carried to accept the Beazley Breach Response, Option 2 on page 2 of the Beazley quote.
- E. Reopening Library Phase Four (January 4, 2021)  
It was moved, seconded, and carried to remain in the Reopening Phase Three until March 31, 2021. Mr. Mulliens requested a communication be released to the School District that students are welcome at the Library.

## **NEW BUSINESS**

- A. Board of Trustees Calendar of Events  
It was moved, seconded, and carried to accept the Library Board of Trustees calendar, holiday and closures, and meeting dates simultaneously.
- B. 2021 Library Holidays and Closures  
It was moved, seconded, and carried to accept the Library Board of Trustees calendar, holiday and closures, and meeting dates simultaneously.
- C. 2021 Library Board of Trustees Meeting Dates  
It was moved, seconded, and carried to accept the Library Board of Trustees calendar, holiday and closures, and meeting dates simultaneously.
- D. Social Distancing Policy  
It was moved, seconded, and carried to accept the Social Distancing Policy and Personal Protective Equipment Policy simultaneously.
- E. Personal Protective Equipment (PPE) Policy  
It was moved, seconded, and carried to accept the Social Distancing Policy and Personal Protective Equipment Policy simultaneously.
- F. Deed of Gift Policy  
It was moved, seconded, and carried to accept the Deed of Gift Policy with a grammatical correction.
- G. AARP Foundation Tax-Aide February-April 2021  
It was moved, seconded, and carried to accept the partnership with AARP for the 2021 tax season.

## **PUBLIC COMMENT**

The ARCPLS Outreach Services Manager spoke and requested the Board of Trustee (BoT) members to advocate for the Library by speaking to their respective Commissioners in regards to Library funding through SPLOST VIII.

## **ADJOURNMENT**

It was moved, seconded, and carried that the BoT meeting adjourn at 5:44 p.m.

Tracey Busbee, recorder.