

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
January 25, 2021
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; Cher Best; Christopher Mulliens; David Scott; Sue Pittman. Members absent: Phillip Williams, Vice President - excused. Ex-Officio members present: Mashell Fashion, Library Director. Ex-Officio members absent: Commissioner John Clarke; Erika Bobbitt, Friends President

APPROVAL OF AGENDA

It was moved, seconded, and carried to approve the agenda with the addition of a special presentation speaker D - Ms. Heidi Behnke.

SPECIAL PRESENTATION

- A. Ms. Cynthia Rhodes – Greater Service Core of Retired Executives (SCORE) of Aiken, SC
Ms. Rhodes presented information about SCORE which is one of the two small business resources partners with the Small Business Administration (SBA) in the CSRA. SCORE would partner with the Library to present the Startup Sharp Webinar “Pilot” Series which could benefit the library through increased online participation.
- B. Ms. Rebecca Wallace – Community Foundation of the CSRA – Candid Funding Information Network
The Community Foundation of the CSRA would like to partner with the Library to bring Candid resources to the CSRA. Candid resources include the Candid Foundation Directory and Maps programs in addition to the Candid training program. Candid resources allow individuals to find worldwide funding opportunities.
- C. Mr. Nolan Martin and Deputy Administrator Holden Shriver – Law Library
Mr. Martin, the Court Administrator, presented an opportunity for the Library to house the Law Library’s collection of materials at the Library, maintain access to the Law Library’s online resources, 4 desktop computers, and a part-time employee.
- D. Heidi Behnke- Georgia Legal Services
Georgia Legal Services (GLS) received a grant from the American Bar Association targeting Veteran services. GLS would like to have quasi-remote services and partner with the Library to hold an in-person clinics for those who lack technology to receive services otherwise. The clinic would be February 27, 2021.

MINUTES

It was moved, seconded, and carried to accept the November 2020 BoT minutes with the recommended changes of spelling out SHBP (State Health Benefit Plan) and deleting Ms. Fashion's s title in some instances.

TREASURER'S REPORT

- A. The Treasurer's Report covered November and December 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 January 25, 2020.
- B. The following items were reviewed: South State Bank Business Choice Summary of Account 10/30/2020-11/30/2020 and 12/01/2020-12/31/2020 South State Smart Savings Account 09/30/2020 to 12/31/2020, Wells Fargo Snapshot 11/1/2020-11/30/2020, Wells Fargo State/Local Government Checking 11/30/2020, Community Foundation Augusta Library Fund 11/01/2020-11/30/2020 and 12/1/2020-12/31/2020, Community Foundation Augusta Library Capital Fund 11/01/2020-11/30/2020 and 12/1/2020-12/31/2020, Bankers Life Brokerage Account 10/1/2020-12/31/2020; ARCPLS Balance Sheet as of 01/30/2021, ARCPLS Income Statement as of 01/30/2021, and the ARC Library Billing and Payment Reconciliation was not included.

REPORTS

- A. President's Report
The President received an anonymous letter about a matter at the Library. Ms. Tarver has asked that the person identify themselves for the matter to be pursued.
- B. Director's Report
 - a. The Library Director reported that the Library's statistics are low compared to previous years. There was an increase in the number of website hits, however.
 - b. The LibTech grant team is in the process of spending the funds awarded through Georgia Public Library and the CARES Act (\$29,925.85). Also, 19 laptops are being purchased as part of another LibTech award worth \$11,601.00.
 - c. A copy of the Writer in Residence's Monthly Summary of Activity for November 2020 was included in Board members' packets.
 - d. The Library Director reported on the activities of Georgia public libraries. There is a trend that systems are going back to earlier phases of services due to the Covid-19 pandemic.
 - e. The Library audit is in progress. The due date is February 26, 2021.
 - f. The Library staff has done a great job of implementing virtual programming. Ms. Fashion suggested that the Board members view some of the programming online.
 - g. The Library Director provided a status overview of the Library's positions. There are three vacant full-time positions as part of a hiring freeze. There are 61 Library staff: 35 full-time, 26 part-time. The library also uses the services of 1 Central Services custodian and 3 temporary agency employees. The gross total is 65 employees.
 - h. There are three new Student Assistants. One (1) at Appleby and 2 at Friedman.
 - i. ARCPLS is participating in the Georgia Public Library Service's Wikimedia and the Digital Public Library of America partnership. This enables libraries to link their public domain materials to articles in Wikipedia. This increases the exposure and availability of the library's materials.
 - j. A copy of the Georgia Department of Community Health's Memo on the State Health Benefit Plan (SHBP) audit was included in the Board members' packets. There were no significant discrepancies discovered during the SHBP 4th quarter audit.
 - k. All vacation accruals over 288 hours will be forfeited if not used by July 1, 2021.

1. The Library Director and the Board discussed the pandemic's effect on the Library environment.
- C. Committee Reports
- a. Election of Officers
It was determined that a nomination committee has not yet been formed.
 - b. Library Director's Evaluation
Mr. Mulliens provided an update from the committee.
- D. Friends of the Library Report
No report from the Friends of the Library.

UNFINISHED BUSINESS

- A. December 2020 and January 2021 Incident Reports
Each Board member received copies of the incident reports for December 2020-January 2021. The injury claim for the Maxwell patron is currently unresolved. The Friedman Branch was repaired last Thursday.
- B. Update on the Appleby Branch Renovation
Studio 3 was awarded the contract for design. There have been Studio 3 representatives measuring the property. A design will be ready around the end of March 2021. The Director has asked them for a timeline to determine measures necessary for renovation preparation. The Appleby Branch may need to close for part or all of the renovation.
- C. Update on the Friedman Branch Renovation
The Board members received a packet of information outlining four phases of renovation. The commission will need to approve the renovation. The Friedman Branch may need to close for part or all of the renovation.
- D. Library Reopening Phase IV (March 30, 2021)
The Library went back to Phase I which includes curbside service and reduced hours pending the Board's decision. It was moved, seconded, and carried to remain closed until February 7, 2021. Upon reopening on February 8, 2021 the Libraries will operate in Phase I – Curbside only and close for the remaining Saturdays in February.

NEW BUSINESS

- A. Approval of the Library Director Salary (Required by Georgia Public Library Service for Audit)
It was moved, seconded, and carried to approve the Director's salary per the GPLS Director Salary Approval Form FY 2021.
- B. Funding Agreement Between Augusta-Richmond County Government and ARCPLS It (Ratify)
It was moved, seconded, and carried to ratify the agreement.
- C. Appointment of Attorney to Represent the Board of Trustees
It was moved, seconded, and carried to approve the appointment of Mr. Sam Meller and Mr. Steve Sanders. NO DOCUMENT.
- D. Approval of Accounting Firm to Conduct Library 2021 Financial Audit
It was moved, seconded, and carried to approve to obtain Bedingfield, McCutheons, and Perry Accounting Firm for FY 2021 ARCPLS Financial Audit.
- E. Estimate for the Shampooing of the Carpet at the Headquarters Library
It was moved, seconded, and carried to approve the service for shampooing the Headquarters carpet by Augusta Carpet Cleaning as per estimate number 299.
- F. Limited License Agreement for Soka Gakkai International-USA and ARCPLS (Virtual Reading-Ratify)
It was moved, seconded, and carried to ratify the Limited License Agreement.
- G. Public Services Manual

- It was moved, seconded, and carried to approve the Public Services Manual.
- H. COVID19 Fogged Sanitizer for Headquarters, Maxwell, and Diamond Lakes (Ratify)
It was moved, seconded, and carried to ratify the approval of services provided by Augusta Carpet Cleaning for disinfection fogging services.
 - I. Wells Fargo CD Renewal
It was moved, seconded, and carried to allow Ms. Fashion the ability to seek consultation and lock in the rate for renewal.
 - J. OverDrive Consortium Participation Contract (Ratify)
It was moved, seconded, and carried to ratify the approval of Overdrive Digital Library Reserve Consortium Participation Agreement for Georgia Download Destination.
 - K. Approval Greater Service Core of Retired Partnership with ARCPLS
It was moved, seconded, and carried to simultaneously approve items K and L of the agenda.
 - L. Approval of the Community Foundation of the CSRA Partnership with ARCPLS
It was moved, seconded, and carried to simultaneously approve items K and L of the agenda.
 - M. Approval of the Law Library Partnership with ARCPLS
A decision will be made during the next meeting so that Systems Administration may be consulted and the Director can obtain more information.
 - N. Use of Auditorium for Georgia Legal Services (GLS) (February 27, 2021)
It was moved, seconded, and carried to approve the partnership for GLS.

PUBLIC COMMENT

Ms. Behnke from GLS thanked the Board for their decision.

Ms. Rhodes also thanked the Board and offered printing services analysis.

Ms. Fashion discussed the challenges that the pandemic has presented.

ADJOURNMENT

It was moved, seconded, and carried that the BoT meeting adjourn at 6:30 p.m.

Tracey Busbee, recorder.