

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
February 15, 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: Marian Brown, Treasurer; Beverly Tarver, President; Roy Jones; Beatrice Green; Phillip Williams, Vice President; Christopher Mulliens; Sue Pittman; David Scott. Members absent: Cher Best, Lillie Hamilton. Ex-Officio members present: Mashell Fashion, Library Director. Ex-Officio members absent: Erika Bobbitt, Friends President,

APPROVAL OF AGENDA

It was moved, seconded, and carried to approve the agenda as amended with the additions of the letter G under VII – Approval of the Law Library and ARCPLS Partnership and the letter D – Richmond County School System for Learning, Living, and Leading in Georgia Grant Partnership under VIII.

MINUTES

It was moved, seconded, and carried to accept the January 2021 BoT minutes as amended.

TREASURER’S REPORT

- A. The Treasurer’s Report covered January 2021, 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 February 15, 2021.
- B. The following items were reviewed: South State Bank Business Choice Summary of Account 12/31/2020 - 01/29/2021, Wells Fargo Snapshot 01/01/2021-01/31/2021, Wells Fargo (Washington Trust Bank) CD 01/29/2021; Wells Fargo State/Local Government Checking 01/31/2021, Community Foundation Augusta Library Fund 01/01/2021-01/31/2021, Community Foundation Augusta Library Capital Fund 01/01/2021-01/31/2021, and the ARC Library Billing and Payment Reconciliation was included.

REPORTS

- A. President’s Report
Term limits for three board members are expiring March 31, 2021. The Board President requested those board members reach out to their appointing Commissioners to select new members before the April 2021 Board meeting.
- B. Director’s Report

- a. The LibTech team is spending grant funds through the CARES Act. All monies must be spent by the end of September 2021. A copy of the LibTech Purchasing Plan was included in the Board packets.
 - b. The library applied for two \$1,500.00 grants: Dollar General and Georgia Public Library Service (GPLS) Marketing Grant.
 - c. Two memorial donations were received from patrons' families totaling \$725.00.
 - d. The Library Director emailed a copy of the Writer in Residence's January activities to each Board member.
 - e. A Yerby family member made a donation of \$500.00 to the ARCPLS Yerby room.
 - f. The Library Director provided an update of Georgia libraries' service levels.
 - g. The library's fiscal year 2020 audit completion date is February 26, 2021. Additional information has been submitted for the audit.
 - h. Library staff is continuing to conduct virtual programs and post them to the library's social media.
 - i. There are currently 60 staff members, 35 full-time and 25 part-time. One student has resigned since the last meeting.
 - j. A Friedman Branch Library Assistant I position has been posted as in-house to ensure current Library staff may apply.
 - k. 2020 staff evaluations have been completed and submitted to Augusta-Richmond County Human Resources. Quarterly evaluations are underway for new hires still within their first year of service.
 - l. Mr. Nathan Rall, Director of Library Planning and Construction with GPLS, has directed Ms. Fashion to spend a portion of the Maintenance, Repair and Renovation (MRR) grant funds by the end of June 2021. Ms. Fashion has forwarded this information to Mr. Rick Acree (Augusta-Richmond County Government Architect) and Ms. Takiyah Douse (Director of Central Services).
 - m. During an Augusta-Richmond County Committee meeting on February 9, 2021 the Commission voted to rescind allowing annual leave accruals that exceed 288 hours to be used by June 30, 2021. Leave over 288 hours will be rolled over to a Covid-19 code that will be established. The Library Director has not yet received official communication about this process.
 - n. The Library Director completed a Maintenance Repair and Renovation (MRR) grant for Headquarters. She is also working on a structural MRR grant for Headquarters because the building is beginning to age.
 - o. Kamesha Bradham, Library Associate, is the ARCPLS Employee of the Year. Ms. Bradham will receive an Administrative Leave Day with Pay.
 - p. The Library Director will be using vacation hours in order to not lose her accrued time.
- C. Committee Reports
- a. Election Committee
No report for today.
 - b. Nomination Committee
Mr. Phillip Williams, Ms. Beatrice Green, and Ms. Cher Best were appointed to be on the Nomination Committee. The President requested a report next month.
 - c. **Library Director's Evaluation**
It was moved, seconded, and carried to go into a closed session.
- D. Friends of the Library Report
No report from the Friends of the Library.

UNFINISHED BUSINESS

- A. January Incident Reports

- The Library Director reviewed the incident reports.
- B. Update on the Appleby Branch Renovation
Studio 3 assessed the roof's shingles and test for lead paint. The Appleby Branch will eventually be closed for renovations.
 - C. Update on the Friedman Branch Renovation
The renovations are contingent upon the Augusta-Richmond County Commission's approval of the construction company. The Friedman Branch will eventually be closed for renovations.
 - D. Library Reopening Phase IV (April 30, 2021)
The library is currently in Phase I which includes curbside service and telephone assistance. It was moved, seconded, and carried to stay in Phase I through April 30, 2021. During this Phase I, Saturdays will be reinstated with reduced service operation hours of 11:00 a.m. -3:00 p.m.
 - a. Staff Staggered Work Shifts
The Board discussed how staggered shifts may work at the Library. The Library Director has asked managers to devise schedules so that all employees are not at the branches or departments at the same time.
 - E. Wells Fargo CD Renewal
Ms. Fashion selected a 9-month CD renewal after consultation with the Wells Fargo Representative, Bubba Helton.
 - F. Attorney Appointment
Mr. Steve Sanders will represent the Library in any legal matters that arise. The Library Director sent a letter notifying Mr. Sanders.
 - G. Approval of the Law Library and ARCPLS Partnership
It was moved, seconded, and carried to approve the partnership.

NEW BUSINESS

- A. Horne's Pest Control Agreements (Appleby, Diamond Lakes, Friedman, Maxwell and Wallace (Ratify)
It was moved, seconded, and carried to ratify the Horne Pest Control Service Agreements.
- B. Banking Deposits for Wells Fargo and South State Bank
Ms. Fashion informed the Board that the library will begin depositing \$100.00 into each savings account instead of \$25.00 each time a deposit is made, usually twice a week.
- C. Library Patron Donations
Donations will be deposited into the library's savings account until an endowment or trust is set-up. Mr. Williams asked the Library Director to contact the Community Foundation to see if funds could be placed in those accounts.
- D. Richmond County School System Literacy for Learning, Living and Leading in Georgia Grant Partnership
There were no objections to move forward with the partnership. The Board President said she will sign the agreement.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

It was moved, seconded, and carried that the BoT meeting adjourn at 6:17 p.m.

Tracey Busbee, recorder.