

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
March 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: Morris Porter; Christopher Mulliens; Brenda Garman; Marian Brown; Roy Jones; Sue Pittman; Phillip Williams; Beverly Tarver, President; David Scott; Lillie Hamilton. Members absent: Cher Best, Beatrice Green. Ex-Officio members present: Mashell Fashion, Library Director; Catherine Smith McKnight, Richmond County Commissioner. 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 removal of item E – Budget Schedule with Certification Statements for June 30, 2020 under New Business.

SPECIAL PRESENTATION

Mr. Peter Shipman, Dental Medicine and Cancer Librarian of Greenblatt Library, presented the Board with an offer of three, free iPads that the Greenblatt Library received through a National Network of Libraries grant. The iPads would be given to Headquarters, Friedman Branch, and Maxwell Branch to use for consumer health purposes. Each Board member received a copy of the letter that Mr. Shipman provided about the iPad gifts.

It was moved, seconded, and approved to accept the iPads.

MINUTES

It was moved, seconded, and carried to accept the February 2021 BoT minutes as amended with the change that it be noted under Reports, Item “C” Committee Report; small “c” Library Director Evaluation that it was moved, seconded, and carried to move to the closed session at 5:01pm and end the closed session at 5:08pm.

TREASURER’S REPORT

- A. The Treasurer’s Report covered February 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 March 15, 2021.
- B. The following items were reviewed: South State Bank Business Choice Summary of Account 02/26/2021, South State Accounts Asset Summary; Wells Fargo Snapshot 02/01/2021-02/28/2021, Wells Fargo State/Local Government Checking 02/28/2021, Community Foundation

Augusta Library Fund 02/01/2021-02/28/2021, Community Foundation Augusta Library Capital Fund 02/01/2021-02/28/2021, and the ARC Library Billing and Payment Reconciliation was included.

REPORTS

A. President's Report

It was moved, seconded, and approved to move into a closed session at 4:44pm. It was moved, seconded, and approved to end the closed session at 4:55pm.

B. Director's Report

- a. The Library Director updated the Board about Lib Tech grant purchases. A copy of the FY2021 Lib Tech Purchasing Plan was included in each member's packet.
- b. The Georgia Public Library Service's per capita increased from \$.35 to \$.40 for the 2022 budget year.
- c. The Library Director reported the ARCPLS's website views. Views have increased over last year.
- d. The Library Director is awaiting feedback for two grants, the Dollar General and Marketing, each for \$1500.00. An AARP grant is currently being written. It may result in funds of up to \$20,000.00.
- e. A patron's family donated \$100.00 to ARCPLS.
- f. A copy of the Augusta Partnership for Children, Inc. Partner Survey was included in the Board members' packets.
- g. ARCPLS's Writer in Residence, Olivia Gaines, submitted a copy of her monthly activities which was included in the Board members' packets.
- h. The Library Director reported there may be an opportunity to receive federal refunds for previous purchases from Richmond County Procurement Department for Personal Protection Equipment.
- i. The Library Director reported on Georgia public libraries' service levels.
- j. A copy of the Fiscal Year 2020 financial audit was included in each Board member's packet. The auditor has been scheduled to attend the next Board meeting to answer questions.
- k. The Library Director reported on the number of staff at the Library. There are 35 full-time and 26 part-time employees. An additional employee is hired through Central Services for a total of 62 employees.
- l. A Library Assistant I has been hired with a projected start date of April 3, 2021.
- m. Quarterly evaluations for new employees on probation have been completed.
- n. Information about the COVID19 Vacation Earned Leave Pool policy was included in each BoT member's packet. The library's employees who accrued COVID19 leave has been calculated by Ms. Fashion. Six employees have additional time under this policy.
- o. Ms. Tina Monaco will be attending the Institute for Genealogy and Historical Research virtual training on July 25-30, 2021 after receiving a GPLS scholarship.

C. Committee Reports

a. Nomination Committee

Mr. Williams reported there are five Trustees leaving after this month's meeting and two additional empty seats. The Nominating Committee recommended Mr. Christopher Mulliens as President and Mr. Roy Jones as Vice President. No Treasurer has been nominated at this time so that the incoming Trustees can participate in the process. The President asked if there are any nominations from the floor. No nominations were given.

It was moved, seconded, and carried to close the nominations.

Mr. Mulliens will serve as President and Mr. Jones will serve as Vice President.
Treasurer's nomination requires someone that has a Finance background.

- b. Election Committee
N/A
- D. Friends of the Library Report
No report from the Friends of the Library.

UNFINISHED BUSINESS

- A. February and March 2021 Incident Reports
There are no additional incidents to report since the last Board meeting.
Travelers Insurance has reached out to the patron who was injured at Maxwell Branch in November 2020.
- B. Update on the Appleby Branch Renovation
The main focus of the project is the elevator. Placing the ADA compliant restroom on the first floor is being considered. The building was tested for lead paint. As expected in the buildings of this age, results were positive. However, it appears that the renovation can be done with only minimal exposures of the lead that should not affect the cost of the renovation.
- C. Update on the Friedman Branch Renovation
This project is set to go before the commission within the next two weeks.
- D. Library Reopening Phase I (Ends April 30, 2021)
The Library is currently in Phase I of reopening. The Reopening Committee last met on March 9, 2021. The Library Director presented recommendations to the Board after hearing many complaints and concerns from the public and staff. The Reopening Committee's recommendations are to reopen in a modified Phase III on March 22, 2021. The libraries would be open Monday-Friday, 9:00 am -5:30 pm and Saturday 11-3. It was moved, seconded, and carried to reopen in a modified Phase III on March 22, 2021. Phase III allows patrons to have 1, 45-minute computer session, patron entrance into the libraries to browse shelves and receive service from the desks, and reduced evening hours, closure on Sundays, and reduced Saturday hours as previously noted.
- E. Staff Staggered Work Shifts
Some ARCPLS Departments and/or Branches would like to retain the staggered work schedules into Phase III. The Board deferred this decision to the Library Director to decide.
- F. COVID-19-Health Insurance Portability and Accountability Act (HIPPA)
Ms. Fashion discussed employee notification processes with Augusta Richmond County Human Resources. Ms. Fashion said she will maintain the practice of informing staff and BoT that there has been a COVID-19 illness or exposure without disclosing the Branch or Department.
- G. Community Foundation Library Funds/South State Bank
Mr. Williams recommended that we use the Community Foundation for undesignated funds. Mr. Scott moved to deposit undesignated donations into the Augusta Library Fund at the Community Foundation. The motion was seconded and carried.
- H. Memorandum of Understanding (MOU) Between ARCPLS and Greater Aiken SCORES
It was moved, seconded, and approved to approve all agenda MOUs simultaneously.
- I. Memorandum of Understanding Between ARCPLS and the Richmond County Law Library
It was moved, seconded, and approved to approve all agenda MOUs simultaneously.
- J. Memorandum of Understanding Between ARCPLS and the Community Foundation
It was moved, seconded, and approved to approve all agenda MOUs simultaneously.

NEW BUSINESS

- A. Approval of iPad for Consumer Health/Demonstration of library resources and services-LIBBY, the new e-book and audiobook app.
It was moved, seconded, and approved to approve receive the iPads as a gift from Greenblatt Library.
- B. Mitel Software License Renewal for Telephones at Headquarters (Ratify)
It was moved, seconded, and approved to renew the Mitel license.
- C. Telecommute From Home Agreement Policy and Procedures (Revision)
It was moved, seconded, and carried to accept the revisions to the Telecommute from Home Agreement Policy and Procedures.
- D. Fiscal Year 2020 ARCPLS Financial Audit
All Board members received a copy of the Augusta-Richmond County Public Library System Independent Accountants' Report and Financial Statements June 30, 2020. Ms. Fashion reviewed specifics of the audit that included there are no findings this year. The Library did overspend last fiscal year, mostly due to Covid-19 Personal Protection Equipment expenses. The auditor, Ms. Markyna, is scheduled to attend the next Board meeting to answer questions.
- E. Maintenance Repair and Renovation Application for Headquarters for 2023 (Flooring and Painting)
The Library Director included a copy of a Major Repair and Renovation Grant application for 2023. It was moved, seconded, and carried to give the Director permission to submit the FY 2021 Application for Major Repair and Renovation to GPLS.
- F. Library Check Signing Authority to Library Director and Library Assistant Director
It was moved, seconded, and carried to provide authority to the Library Director and the Assistant Director. Mr. Mulliens and Mr. Jones will come in to review checks.

PUBLIC COMMENT

Mr. Scott thanked Ms. Tarver for serving in the capacity of Board President for the last two years.

Ms. Tarver thanked the library staff for their hard work and dedication for the last 12 months.

ADJOURNMENT

It was moved, seconded, and carried that the BoT meeting adjourn at 5:51 p.m.

Tracey Busbee, Assistant Director, recorder.