

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
April 19, 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 the Board President, Mr. Christopher Mulliens.

ROLL CALL

Members present: Morris Porter; Christopher Mulliens, President; Brenda Garman; Anna Reeves; Beverly Tarver; Lillie Hamilton; Cher Best; Roy Jones, Vice President; David Scott; Kimberly Brown. Members absent: Beatrice Green; Kigwana Cherry. Ex-Officio members present: Mashell Fashion, Library Director; Erika Bobbitt; Commissioner Catherine McKnight. Ex-Officio members absent: N/A.

APPROVAL OF AGENDA

It was moved, seconded, and carried to approve the agenda.

SPECIAL PRESENTATION

Ms. Alicia Marknya, of Bedingfield, McCutcheon, and Perry, discussed the FY 2020 Financial Audit. A copy of the Augusta-Richmond County Public Library System Independent Accountants' Report and Financial Statements June 30, 2020 was included in each member's packet. The auditor's opinion of the Library's financial statements is presented fairly and its accounting principles is in accordance with generally accepted practices.

MINUTES

It was moved, seconded, and carried to amend the March 2021 BoT minutes with the changes that Mr. Scott suggests to Item "B" and Item "G" under Unfinished Business. Mr. Scott will email these changes to Ms. Fashion.

TREASURER'S REPORT

- A. The Treasurer's Report covered March 2021, and was included in the Trustees' packet. The Library Director provided the dollar amount the Library has paid and owes to Augusta-Richmond County Commission as of April 19, 2021.
- B. The following items were reviewed: South State Bank Business Choice Summary of Account 03/31/2021, South State Summary of Accounts 03/31/2021; South State Asset Summary; Wells Fargo Snapshot 03/01/2021-03/31/2021, Wells Fargo State/Local Government Checking 03/31/2021, Banker's Life 01/01/2021-03/31/2021; Community Foundation Augusta Library Fund 03/01/2021-03/31/2021, Community Foundation Augusta Library Capital Fund 03/01/2021-03/31/2021, Augusta-Richmond County Public Library System Income Statement FY2021,

Augusta-Richmond County Public Library System Balance Sheet as of June 20, 2021, and the ARC Library Billing and Payment Reconciliation was included.

REPORTS

A. President's Report

It was moved, seconded, and approved to go into a closed session at 5:10 pm to discuss a Library personnel issue.

It was moved, seconded, and approved to end the closed session at 5:25 pm.

B. Director's Report

- a. A list of BoT members was included in the members' packets. Ms. Fashion asked everyone to submit corrections if needed.
- b. The Director discussed two grants the Library has applied for. One grant was not awarded and awaiting confirmation from the other. ARCPLS has partnered with Augusta Parks and Recreation to apply for an AARP grant totaling \$18,549.00. This grant's funded services will target seniors learning basic computer literacy skills to access services such as food stamps, housing and health care.
- c. A copy of the April, May, June 2021 Quarterly Newsletter was included in each member's packet.
- d. The Director discussed the Library's March 2021 statistics.
- e. The Summer Reading program will run June 1-August 6, 2021. Beanstack will be used again this year to allow participants to register and track their reading activities online. Beanstack is provided by Georgia Public Library Service. Adults, Teens, and Children can participate in Summer Reading.
- f. Three donations have been received for Summer Reading totaling \$1,400.00. The United Way has also donated incentives for the program this year.
- g. Ms. Fashion met with the Augusta Technical College's Director, Katrina Cooks, to discuss a partnership. A Memorandum of Understanding (MOU) should be received by the Board in May 2021.
- h. The Writer in Residence's monthly report for March 2021 was included in members' packets.
- i. The Director reported on the reopening service levels and hours of Georgia Public Libraries. Only 8 out of 60 libraries have returned to regular hours. Most libraries are at different phases of reopening.
- j. Library employees are continuing to develop an online presence and conducting virtual programming. The Library now has a TikTok social media account.
- k. The Library currently has 35 full-time and 24 part-time employees, 1 custodian from Central Services, and 2 temporary employees for a grand total of 62 employees. Since the last Board meeting, one Student Assistant resigned from his position.
- l. The Director will be attending a virtual Director's meeting May 12-14, 2021 during the times of 9:00-4:00. The date and times are subject to change.
- m. The Director will be taking vacation hours and will report it to the Board accordingly.
- n. A Cost Savings Committee will be formed to review recommendations from staff to save ARCPLS money in the upcoming fiscal years.
- o. A Strategic Plan committee has been selected. More information will follow in May 2021.

Ms. Cher Best offered to run radio promotions for summer reading in June-August 2021.

- C. Committee Reports
No committee reports.
- D. Friends of the Library Report
Ms. Garman reported for Ms. Bobbitt because of technical issues. Friends are planning virtual meetings.

UNFINISHED BUSINESS

- A. March and April 2021 Incident Reports
One report was included in the members' packets for March 2021. The most recent incident report regarding individuals filming in the Library was discussed. The Director provided an update on a Maxwell's November 2020 incident involving a patron's injury.
- B. Update on the Appleby Branch Renovation
Ms. Fashion discussed the latest details of the Appleby Branch renovation. A copy of the APEX Project Number 0221-33 was included in Board members' packets. Apex Environmental Management, Inc. has completed a "limited lead based paint assessment" at the Appleby Branch. Apex recommends renovation activities that will disturb lead based paint (LBP) should be performed by a GA certified Renovation, Repair & Painting (RRO) firm. Also, LBP and materials containing LBP should not be sanded, torched, grinded on, or disturbed in a manner that create a dust hazard. The restroom on the first floor will be ADA compliant. The Appleby Branch will close for an undetermined time during the renovations.
- C. Update on the Friedman Branch Renovation
The Friedman Branch renovations contract was awarded to Sommer's Construction in Grovetown, Georgia. Once the contract is signed, the project will begin. The amount slated for Friedman renovations is \$203,095.00.
- D. Library Reopening Phase III (effective 3/22/2021)
 - a. Staff Staggered Work Shifts (ended 4/9/2021)
The staggered schedules were discontinued due to noncompliance. All staff have returned to their regular schedules.
 - b. Library Operational Hours
The ARCPLS Reopening Committee proposed, for Board consideration, the following days and hours of operation for the next reopening phase beginning on May 1, 2021:
 - Headquarters: Monday-Thursday 9:00am-6:30pm, Friday 9:00am-5:30pm, Saturday 11:00am-4:00pm, and closed on Sunday.
 - Friedman Branch and Diamond Lakes: Monday 9:00am-6:30pm, Tuesday-Friday 9:00am-5:30pm, and Saturday 11:00am-4:00pm.
 - Maxwell Branch: Monday- Wednesday and Friday 9:00am-5:30pm, Thursday 9:00am-6:30pm, and Saturday 11:00am-4:00pm.
 - Wallace Branch: Monday-Thursday 9:00am-5:30pm, Friday 12:00noon-5:30pm, and Saturday 11:00am-4:00pm.

It was moved, seconded and carried to accept the recommendations of the Reopening Committee beginning May 1, 2021.

During the reopening phase that begins on May 1, 2021 chairs will be placed out for the Library patrons and social distancing will still be practiced. When in-house programming commences, programs will be limited to 10 participants and registration may be required. Meeting room reservations will still require the Board's approval.

- E. Augusta Forward Operating Safely in a COVID-19 Environment

Ms. Fashion will ensure once the Augusta-Richmond County's Augusta Forward: Operating Safely in a COVID-19 Environment policy has been approved by the Augusta Commission, the Library's Blue Book policies concerning COVID-19 will be updated. The Library's policy manual, the Blue Book, is scheduled to be updated beginning late April 2021. Recently approved policies will be incorporated into the current manual. All Library staff are required to read the Blue Book by the end of June 2021.

NEW BUSINESS

- A. Mary G. Jones ARCPLS Strategic Plan Consulting Invoice
A copy of the invoice from Mary G. Jones Consulting was presented to the Board. It was moved, seconded, and carried to approve the invoice.
- B. Bedingfield, McCutheon, and Perry Fiscal Year 2021 Audit Engagement Letter
It was moved, seconded, and carried to accept Bedingfield, McCutheon, and Perry's services for the next FY audit.
- C. Amended Fiscal Year 2021 Budget
A copy of the Augusta-Richmond County Public Library System FY 2021 Amended Budget, dated April 6, 2021, was included in the members' packets. It was moved, seconded, and carried to approve the amended budget.
- D. Proposed Fiscal Year 2022 Budget
A copy of the Augusta-Richmond County Public Library System FY 2022 Proposed Budget was included in the members' packets. It was moved, seconded, and carried to approve the proposed budget.
- E. One-Time Bonus Payment for Seven State Employees
A copy of the Georgia Public Library Service State Grant Distribution Report for Salary Supplement & Materials Supplement April 2021 was included in members' packets. It was moved, seconded, and approved to accept the one-time bonus payment for seven Library's state employees.
- F. Approval of Auditorium Use for Augusta Partnership for Children in June 2021.
A copy of a letter from Augusta Partnership for Children was included in the Board members' packets. It was moved, seconded, and carried to accept the partnership with Augusta Partnership for Children as stated in the letter.
- G. ARCPLS Hotspots Lending Program Policy and Procedures
A copy of the policy was included in members' packets. It was moved, seconded, and carried to approve the policy.
- H. ARCPLS Virtual Meeting Room Policy and Procedures
A copy of the policy was included in members' packets. It was moved, seconded, and carried to approve the policy.
- I. ARCPLS Disciplinary Policy and Procedures
A copy of the policy was included in members' packets. It was moved, seconded, and carried to approve the policy.
- J. Filming Inside of ARCPLS of Staff and Patrons/Invasion of Privacy
Ms. Fashion requested legal counseling from the Library's attorney regarding individuals filming in the library. It was moved, seconded, and carried that Mr. Mulliens will contact the Library's attorney to learn more about the laws surrounding this issue.

PUBLIC COMMENT

Mr. Mulliens welcomed all of the new Board members.

There were no public comments.

ADJOURNMENT

It was moved, seconded, and carried that the BoT meeting adjourn at 6:32 p.m.

Tracey Busbee, Library Assistant Director, recorder.