

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
May 17, 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; Brenda Garman; Roy Jones, Vice President; Anna Reeves; Beverly Tarver; Lillie Hamilton; David Scott, Beatrice Green. Members absent: Kimberly Brown, excused; Kigwana Cherry; Cher Best. Ex-Officio members present: Mashell Fashion, Library Director; Leon Maben; Ex-Officio members absent: Commissioner Catherine McKnight, excused.

APPROVAL OF AGENDA

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

SPECIAL PRESENTATION

Ms. Katrina Cooks, Director of the Augusta Technical College's Library, presented the opportunity for a partnership. The partner (Augusta Technical College) would participate in providing programming that supports the library's mission. A copy of the Memorandum of Understanding was included in all of the members' packets.

It was moved, seconded, and carried to amend the agenda to add the Memorandum of Understanding for Augusta Technical College Partnership under New Business "I".

Ms. Cheryl Corbin, of the Yerby Institute, was not available after the first presentation. Ms. Corbin presented after New Business. Ms. Corbin is proposing a fundraising opportunity for the Library through the creation of an Etsy's page and the sales of a popular journaling tool that she would develop.

It was moved, seconded, and carried to approve the fundraising opportunity with Ms. Corbin.

MINUTES

It was moved, seconded, and carried to amend the April 2021 BoT minutes with the changes that Mr. Scott emailed to Ms. Fashion.

TREASURER'S REPORT

- A. The Treasurer's Report covered April 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 May 17, 2021.
- B. The following items were reviewed: South State Bank Business Choice Summary of Account 04/01/2021-04/31/2021, Wells Fargo State/Local Government Checking 04/30/2021, Community Foundation Augusta Library Fund 04/01/2021-04/30/2021, Community Foundation Augusta Library Capital Fund 04/01/2021-04/30/2021, and the ARC Library Billing and Payment Reconciliation was included.

REPORTS

- A. President's Report

Mr. Mulliens and Ms. Fashion consulted the Library's attorney, Mr. Steve Sanders, regarding filming in the Library. The Board does have authority to create and uphold policies. The Board will need to approve a formal policy before any further actions, such as asking the patron to leave the building. Mr. Sanders is investigating the scenario further and needs some additional time. In addition, other Libraries' policies are being reviewed. The Library will need to post proper signage stating its photography policies when they are finalized.
- B. Director's Report
 - a. A list current Board members was provided in the members' packets. The Library Director asked all board members to review their information and notify her of any necessary changes.
 - b. A copy of the ARCPLS Protocol in the Absence of the Library Director list was provided to the Board members. The list order is subject to change.
 - c. LibTech Grant items are still being purchased. Reimbursements will be made within the next couple of months.
 - d. The Library Director discussed the April 2021 Library statistics. The statistics are still low compared to pre-Covid-19 statistics.
 - e. 2021 Summer Reading starts June 1, 2021. Ms. Fashion encouraged Board members to participate via Beanstack.
 - f. The Writer in Residence's April 2021 activities were included.
 - g. Georgia Public libraries' activities were reviewed. Only 6 out of 61 libraries have fully reopened to the public.
 - h. The Library's TikTok account is almost 2 months old. It is doing very well. It currently has 859 followers.
 - i. 2020 expenditures and revenues were discussed.
 - j. Creation of the 2020 Annual Report is in progress. The Library Director stated she will be able to provide a copy of it before the next Board meeting.
 - k. The Library staff is doing well with virtual programming.
 - l. There are currently 58 employees with 35 full-time and 23 part-time. This is the time of year we lose our Student Assistants as they leave for college. Three resignations have been turned in to the Library Director.
 - m. Quest Diagnostic will conduct health screenings at the Headquarters Library on August 21, 2021 in the Auditorium. CDC guidelines will be followed.
 - n. The Library Director is working on the Covid-19 policy that will be based on the Augusta-Richmond County's policy and tailored for ARCPLS.
 - o. The Library had the first strategic planning meeting on May 5, 2021. There are 16 members plus the facilitator, Ms. Mary Jones. The next meeting is June 9, 2021. It will be an in-person meeting in the Auditorium at Headquarters.

- p. The Library Director will forward the Georgia open record and meeting laws. These laws are important if a member of the public asks to see the Library's financial records.
- q. The Library Director will be taking time off monthly to avoid losing accrued vacation hours. 350 hours are the maximum number allowed for the Library Director and 288 hours maximum hours for regular full time staff.

Anna Reeves asked if she could receive Summer Reading information to help promote the program. Ms. Fashion said she would request staff to forward it to her.

C. Committee Reports

No committee reports.

D. Friends of the Library Report

Mr. Leon Maben is the new President of the Friends of the Augusta Library. Mr. Maben said that Friends of the Library will be recommencing meetings and activities. During an April 26, 2021 meeting, The Augusta Friends need a Treasurer. Mr. Maben asked the Board members to refer people to them to serve on the council. Mr. Maben gave a report on 2020's financial contributions. The Augusta Friends are working to get former members to recommit to membership. Ms. Anna Reeves asked for information about Friends to assist in its promotion.

UNFINISHED BUSINESS

A. April and May 2021 Incident Reports

Incident reports were discussed and copies were included in the members' packets. One involved damage to the Maxwell Branch building. Information has been sent to Risk Management. An adjuster was sent to view the damage. An estimate for repair was provided and totaled \$790.00. The other involved a patron, who claimed to be positive for Covid-19, entered the Library and told staff he was positive.

B. Update on the Appleby Branch Renovation

The next phase is for a new roof. The building designs should be arriving soon. The designs should include an elevator.

C. Update on the Friedman Branch Renovation

A compliance meeting was held on May 7, 2021. Swatches were dropped off to the Library Director for carpet and flooring. The completion of both renovation projects may take a year or longer.

D. Library Reopening Phase III/Reduced Hours

The Branches' hours are as follows:

Headquarters Monday-Thursday 9:00-6:30, Friday 9:00-5:30, and Saturday 11:00-4:00.

Appleby was left off of the previous list. The hours are Monday-Friday 9:00-5:30 and Saturday 11:00-4:00.

Marshals will not be schedule to work at the Friedman or Maxwell locations at this time. The mask mandate has become a concern for employees. The Mayor's mask mandate has not been renewed. The Library Director suggested signage stating wearing masks are recommended at all branches. Directional signs have been pulled and reviewed by the Printer. The reopening committee decided in June the Library will begin having small, in-person programs that require registration and abide by the meeting room minimum capacity. Some staff also want to do Outreach programs. Signs will be ordered that state the Library is open. Starting September 1, 2021, the committee recommends both rooms of the Auditorium be available to public to use with Board approval. This will allow for social distancing.

It was moved, seconded, and carried that all recommendations from the Reopening Committee be approved.

NEW BUSINESS

- A. Approval Library Director Salary for FY 2022
It was moved, seconded, and carried to approve the Library Director's salary as noted on the GPLS Director Salary Approval Form FY 2022.
- B. Approval of the Circulation Policy and Procedures Manual
It was moved, seconded, and carried to approve the Circulation Policy and Procedures Manual.
- C. ARCPLS Lawn Service Contract
A copy of the Central Services Purchasing Requisition for Davis Landscape Company was included in the members' packets. It was moved, seconded, and carried to approve the lawn service of Davis Landscaping.

- D. New Roof for the Diamond Lakes Library
It was moved, seconded, and carried to approve the Hixon's Roofing estimate.
- E. Appleby Concert Series- Live Stream vs Pre-Recorded (June 1, 15, 29)/Carver Audio
It was moved, seconded, and carried to approve the live-stream contract with Carver Audio.
- F. ARCPLS Three Performance Agreements for the Appleby Branch Library Concert Series
It was moved, seconded and carried to approve the agreements as amended. The performers will be Zanaiah Billups (June 1, 2021), Harcourt Waller (June 29, 2021), and the Doug Flowers Band (June 15, 2021).
- G. 2022 Georgia Public Library Service Annual Documents for Approval: FY 2022 application for State Aid to Public Libraries, FY 2022 Signatory Authority and Certifications Regarding Nondiscrimination: Debarment and Suspension Free
It was moved, seconded, and carried to approve for the documents as listed in the agenda.
- H. Approval of the Well-care Group to Use the Atrium Area
It was moved, seconded, and carried to approve the use of the atrium by the Well-care Group.
- I. Partnership with Augusta Tech/Katrina Cooks
It was moved, seconded, and carried to accept the partnership with Augusta Tech as described in her presentation and the document included in the Board members' packets.

PUBLIC COMMENT

Mr. Scott stated Ms. Cheryl Corbin was featured in the Augusta Press.

Ms. Tarver asked a link be posted to Ms. Corbin's press coverage on the Library's website.

Mr. Mulliens asked Board members to participate in committees as advocates for the Library. Ms. Fashion mentioned an upcoming meeting with Mr. Maurice McDowell, Director of Parks and Recreation, and the County Administrator, Mr. Odie Donald.

ADJOURNMENT

It was moved, seconded, and carried that the BoT meeting adjourn at 6:03 p.m.

Tracey Busbee, Library Assistant Director, recorder.