

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
June 21, 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: Christopher Mulliens, President; Brenda Garman; Beatrice Green; Roy Jones, Vice President; Kigwana Cherry; Kimberly Brown; Anna Reeves; Beverly Tarver; Lillie Hamilton; Members absent: Morris Porter, excused; David Scott, excused; Cher Best. Ex-Officio members present: Mashell Fashion, Library Director; Leon Maben, Friends President; Ex-Officio members absent: Commissioner Catherine McKnight, excused.

APPROVAL OF AGENDA

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

SPECIAL PRESENTATION

Ms. LaShanda W. Johnson, with MDH/Community Outreach-Medical Associates Plus, would like to bring the mobile vaccine unit that would provide the Johnson & Johnson vaccines on July 13, 2021 from 9:00-3:00. Registration is required. The mobile unit will not turn anyone away if they do not have a picture ID. A reasonable goal is to provide vaccines for fifteen to twenty people. The bus would be parked on the Telfair Street side of the Library.

Dr. Donna Marain, with Americorps VISTA-Law Office of the Public Defender, would like to partner with the Library as a venue for record restriction events that would allow persons with criminal records to learn more about restricting their records. The Library may participate at different levels of commitment and engagement with the services.

MINUTES

It was moved, seconded, and carried to approve the May 2021 BoT minutes.

TREASURER'S REPORT

- A. The Treasurer's Report covered May 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 June 21, 2021.
- B. The following items were reviewed: South State Bank Business Choice Summary of Account 05/28/2021, Wells Fargo Snapshot 04/01/2021-04/30/2021, Wells Fargo Snapshot 05/01/2021-

05/31/2021, Wells Fargo State/Local Government Checking 05/31/2021, Community Foundation Augusta Library Fund 05/01/2021-05/30/2021, Community Foundation Augusta Library Capital Fund 05/01/2021-05/30/2021, Augusta-Richmond County Public Library System Income Statement FY2021, Augusta-Richmond County Public Library System Balance Sheet as of June 30, 2021, and the ARC Library Billing and Payment Reconciliation was included.

REPORTS

A. President's Report

The Board of Trustees is currently seeking a Treasurer. No one volunteered to be the Treasurer, therefore a Nomination Committee was formed. Mr. Kigwana Cherry volunteered to be on the Nomination Committee. Mr. Mulliens assigned Ms. Lillie Hamilton and Mr. Morris Porter to the Nomination Committee by. The Nomination Committee was given a deadline of August 2021 to nominate and select a candidate as Treasurer.

The BoT will resume in-person board meetings, effective July 19, 2021, at the Headquarters Library's auditorium. The room will be set-up for social distancing and masks are encouraged.

The Board President and the Library Director visited the Jeff Maxwell Branch Library. Mr. Mulliens praised the branch's appearance and encouraged board members to become involved in visiting the branches.

B. Director's Report

- a. A copy of the 2020 Annual Report was included in the members' packets. The committee was thanked by the Library Director.
- b. Ms. Fashion reported on the LibTech team's expenditures, which totaled \$24,259.96 as of June 21, 2021. All grant related items must be purchased by the September 30, 2021 deadline.
- c. Monthly Library circulation statistics are improving. Computer and Wi-Fi usage has increased as well. A copy of the statistics was included in the members' packets.
- d. No information has been received about the AARP grant applied for in April 2021.
- e. The Summer Reading Program is in progress. Everyone is encouraged to participate. The Library currently has 750+ registered users with over 1,000 minutes read.
- f. Ms. Fashion thanked Cher Best, with iHeartMedia Programming, for promoting the Summer Reading Program on the radio. A copy of the Summer Reading Program script was included in the Board members' packets.
- g. The Writer in Residence's May 2021 Monthly Summary of Activity was included in the packets.
- h. The Teachers Retirement System's Board of Trustees adopted the FY 2023 rate. The employees' rate will be 6% and employer's contribution rate will be 19.98%.
- i. The Board of Regents is requiring libraries to update policies and procedures every five years.
- j. Ms. Fashion submitted a Maintenance Repair and Renovation (MRR) application for the Headquarters Library totaling \$300,000.00. The local contribution is \$150,000.00. A Capital Outlay application was submitted for the Maxwell Branch Library. The state would pay \$950,000 and the Library contribution would be \$150,000.00. These funds will be used to add a computer lab at this location. The Diamond Lakes roof is being replaced and is leaking as of 06/20/2021.
- k. Library employees are continuing to create virtual programs. Due to scheduling date conflicts with the Richmond County Recreation and Park, Storytime in the parks is being rescheduled to be held this summer during the week days and not on Saturdays.

- l. Currently, there are 25 full-time and 34 part-time employees, one temporary worker from Augusta Staffing, and one Central Services employee for a total of 61 staff members. There have been two Student Assistant resignations.
 - m. The second Strategic Planning meeting was held on June 9, 2021 with Ms. Mary Jones as the facilitator. The next meeting is scheduled for June 23, 2021.
 - n. The Digital Library of Georgia has digitized 2 million pages of the historic newspaper published during 1971-1985 by Dr. Mallory Millender. The newspaper is “a community paper with a predominantly Black readership” that was centered on issues in the Central Savannah River Area (CSRA).
 - o. The Law Library’s schedule detailing the move to the Headquarters location was included in the members’ packets. Books will be moved on June 25, 2021 and on June 28-29, 2021 the shelves will be moved and assembled.
 - p. The Library Director will be taking vacation from July 1-7, 2021.
- C. Committee Reports
No committee reports.
- D. Friends of the Library Report
Mr. Maben reported that the Friends are focusing on recruiting members as they were down to approximately four members because of Covid-19. There are now 8 members. The Friends’ Bylaws allow 13 members. The Friends Secretary, Ms. Debbie Barron, has mailed letters to members whose checks were not able to be cashed. Friends plans to open the bookstore at least once a week. More details will become available as they are worked out. The Friends will set up tables to sell books at Augusta-Richmond County Housing and Community Development at the first Friday Laney Walker farmers market. Friends will also set-up a table during the storytime at the park’s events.

UNFINISHED BUSINESS

- A. April and May 2021 Incident Reports
Incident Reports are being submitted more often as Library hours increase. The Incident Reports were discussed by the Library Director.
- B. Update on the Appleby Branch Renovation
Flooring tiles for the restrooms and panels for the elevator selections were made for the renovation. There was an open virtual bid for the new roof. Six contractors attended the virtual meeting. The official design or timeline has not been received for the Appleby Branch at this time.
- C. Update on the Friedman Branch Renovation
Some demolitions occurred while the Library was open. A meeting was held to cease construction so the library items could be removed. A total of 6 pods have been rented for storage. All items are removed from the Library as of June 21, 2021. Although there have been a few electrical issues, Sommers Construction estimated September 2021 is still the completion deadline. The Library Director estimates it will be December 2021.
- D. Library Reopening Phase III/Reduced Hours
The Reopening Committee met on June 17, 2021. Mr. Ivey, a Fire Marshal, reported there are no COVID-19 restrictions. The Library will continue to use the social distancing measurement and patrons will be encouraged to use face masks. Staff will be able to decide whether or not to wear a mask while at work. The Library Director will create a liability form for employees who do not wish to wear a mask to sign. The Committee agreed the Library will return to Pre-COVID19 regular hours with decided the Library will return to regular hours, with a modification to Saturday hours, on October 2, 2021. The hours will be:
Headquarters: Monday-Thursday 9:00am-8:00pm, Friday 9:00am-5:30pm, Saturday 11:00am-4:00pm, Sunday 2:00pm-5:00pm

Appleby: Monday-Friday 9am-5:30pm, Saturday 11:00am-4:00pm
Friedman and Diamond Lakes: Monday and Wednesday 9:00am-7:00pm, Tuesday, Thursday, Friday 9:00am-5:30pm, Saturday 11:00am-4pm
Maxwell: Tuesday and Thursday 9:00am-7:00pm, Monday, Wednesday and Friday 9:00am-5:30pm, Saturday 11:00am-4:00pm
Wallace: Monday-Thursday 9:00am-5:30pm, Friday 12:00pm-5:30pm, Saturday 11:00am-4:00pm

There are no Marshals at the Friedman and Maxwell Branches. The meeting rooms will be open beginning October 2, 2021. In-house programs started in June while using CDC guidelines. CDC guidelines will be adhered to during in-house programs through the end of 2021. To accommodate patron who are bringing their personal laptops, more furniture will be returned to the floor. A vote was taken to table the Reopening Committee's recommendations until the July's board meeting.

NEW BUSINESS

- A. Closure of the Friedman Branch Library for Renovation (Ratify)
It was moved, seconded, and carried to ratify the Friedman Branch Library closure for Renovation.
- B. Approval of the 2022 Georgia Public Library Service Planned Budget
It was moved, seconded, and carried to approve the FY 2022 budget.
- C. Pay Increase for Library Director's allotment from Georgia Public Library Service FY 2022 Salaries Grant (\$1,482 yr./\$28.50 a week/57 every two weeks/26 pay periods)
It was moved, seconded, and carried to approve the Library Director's allotment.
- D. Increase Copier and Printer Fees from \$0.15 to \$0.25
It was moved, seconded, and carried to increase copier and printer fees from \$0.15 to \$0.20.
- E. Decrease Credit Card Payment from \$10.00 to \$2.00
It was moved, seconded, and carried to decrease the credit card payment limit from \$10.00 to \$2.00.
- F. Increase Color Copier Fees from \$1.00 to \$1.50 per page
It was moved, seconded, and carried to increase the color copier fees to \$2.00 instead of \$1.50 and for the Reopening Committee to re-evaluate a per copy price.
- G. Amend Board of Trustees Minutes for April 2021 and May 2021 (Beatrice Green, Present/Marked Absent)
It was moved, seconded, and carried to amend the minutes to reflect Beatrice Green was present.
- H. EMCOR Professional Heating, Ventilation, and Air Conditioning Service Contract Agreement
It was moved, seconded, and carried to approve the service agreement.
- I. Approval of Auditorium Use for the CSRA Chapter, National Federation of the Blind
A copy of the National Federation of the Blind's request to use the Library Auditorium was included in the members' packets. It was moved, seconded, and carried to approve the request.
- J. Wallace Branch Flower Box Project/Delta Alpha Sigma Chapter
It was moved, seconded, and carried to approve the project proposal contingent upon seeing the flower bed design.
- K. FY 2022 System Service Grants (SSG) Waiver Request
It was moved, seconded, and carried to not utilize the FY 2022 System Services Grants (SSG) on purchases other than their intended purpose.
- L. Approval of Medical Plus for a Vaccination Location Tuesday, July 13- 9am-3pm
It was moved, seconded, and carried to approve the Medical Plus proposal.
- M. Approval of the Restriction Proposal from the Law Office of the Public Defender
It was decided to table the approval of the proposal in order to receive more information for discussion.

PUBLIC COMMENT

Mr. Mulliens encouraged everyone to participate in the Summer Reading program.

ADJOURNMENT

It was moved, seconded, and carried that the BoT meeting adjourn at 6:27 p.m.

Tracey Busbee, Library Assistant Director, recorder.