

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
July 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; Beatrice Green; Roy Jones, Vice President; Anna Reeves; Beverly Tarver; Lillie Hamilton. Members absent: Kimberly Brown, excused; Kigwana Cherry; Cher Best, Kenneth Johnson. Ex-Officio members present: Mashell Fashion, Library Director; Leon Maben, Friends President; 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. Megan Williams and Ms. Georgina Lewis, of ARCPLS, presented “*What’s the Fic?*” which described the idea for a new ARCPLS podcast. The goals cited were to provide diverse programming, reach a new audience, and strengthen ARCPLS’s online presence. The podcast will be a venue for highlighting ARCPLS services, programs, and resources. It will be free through the use of Anchor by Spotify and no additional equipment will be necessary to produce the podcasts in-house. The first podcasts will feature anime and manga topics in hopes of reaching Young Adults. The pilot test will include one podcast a month.

MINUTES

It was moved, seconded, and carried to approve the June 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 Savings Summary of Account 06/30/2021, South State Bank Business Choice Summary of Account 06/30/2021, Wells Fargo State/Local Government Checking 06/30/2021, Bankers Life Brokerage Account Statement 04/01/2021-06/30/2021, Community Foundation Augusta Library Fund 06/01/2021-06/30/2021, Community Foundation Augusta Library Capital Fund 06/01/2021-06/30/2021.

REPORTS

A. President's Report

The Board President discussed his visits to the Appleby and Maxwell Branch Libraries with the Library Director. Appleby is currently hosting several reading challenges. The first is a 30,000 book challenge that tracks all circulations. The staff expects to meet their goal of 30,000 circulations for the 2021 calendar year. In addition, there are two reading before kindergarten challenges at Appleby. Maxwell is doing a great job and was happy to have visitors. The Board President praised both branches and the employees for their work. The Board President and the Library Director will be meeting with the Richmond County Board of Education (RCBOE) at 5:30pm on 7/20/2021 to express a desire to re-establish a relationship with RCBOE. The Board President invited the Board members to visit the branches, participate in the Summer Reading Program, and to attend the RCBOE meeting on 7/20/2021 at 5:30 pm.

B. Director's Report

- a. A copy of the Library Board of Trustees' appointments, term limit, and members' contact information was included in each member's packet.
- b. A copy of the ARCPLS Staff Directory was included in the members' packets.
- c. Ms. Fashion completed a Maintenance Repair and Renovation grant application with Georgia Public Library Service for FY 2023 for a total of \$300,000 for structural improvements.
- d. The Summer Reading program is underway and ends on August 6, 2021.
- e. A Back to School Bash will be held at Diamond Lakes on August 14, 2021 from 10am-1pm.
- f. The Appleby Summer Concert series is over. The Library Director thanked Ms. Erin Prentiss, Ms. Nicole Ashworth, and Ms. Leah Holloway for their assistance in the live streaming of the concerts this year.
- g. The Library statistics for circulation and Wi-Fi use were discussed. The circulation statistics and Wi-Fi increased slightly.
- h. Each member's packet contained a copy of the 10 Free Things You Can Get with Your Pines Library Card!
- i. The second Story Time in the Park (partnership with the Augusta Recreation Department) was held on Wednesday 7/14/2021. Twenty-nine children and 8 adults attended. The story times are Wednesdays at 10:00 am. The next event is scheduled for Wednesday, July 21, 2021 at Pendleton King Park.
- j. The Library currently has 58 employees, 25 part-time and 33 full-time. There are also 2 temporary employees and 1 full-time custodian provided through Central Services for a total of 61 employees.
- k. A Strategic Planning meeting was on June 23, 2021. The Director will present the committee's suggestions during Unfinished Business.
- l. The ARCPLS insurance carrier (Dawson, Taylor & Company) has merged with another company to become Assured Partners. A copy of the notification letter, dated June 24, 2021, was included in the members' packets.
- m. A copy of a special requisition detailing the cost of ink cartridges was included in the members' packets.
- n. A copy of local printing and copying costs was included in the members' packets. The Library Director reported that there have been no complaints from patrons so far about the increased printing and copying fees.
- o. How to Use Libby was included in the members' packets. Libby is an Overdrive app that allows library card holders to borrow free eBooks and eAudiobooks from their electronic device, such as a phone or tablet.

- p. The Library's DUNS Number has been obtained. A copy of the application was included in the members' packets. A DUNS number is a 9 digit unique number that identifies an organization, much like a social security number identifies individuals. DUNS numbers are required for many grant applications.
- q. ARCPLS staff is working on several Georgia Public Library Service grant applications. Funds are being sought for library renovations, eBook purchases and a customized Library van.
- r. The Library Director reviewed leftover funds from SPLOST 6 and 7.
- s. The Library Director, asked Board members if they would like to have a retreat in September 2021 to learn about the Library or one-on-one training.

Mr. Mulliens added that he and Ms. Fashion have been meeting with Mr. Odie Donald, Augusta, Georgia Administrator, about the Library's financial state.

C. Committee Reports

No committee reports.

D. Friends of the Library Report

Mr. Leon Maben relayed that Friends of the Augusta Library is now meeting monthly. The number of members has increased to 8. Friends are working on opening the bookstore on Wednesdays in August 2021. The Bookstore committee is currently organizing books for the reopening. There is currently an overabundance of book donation, particular in romance novels.

UNFINISHED BUSINESS

A. April May 2021 Incident Reports

The Library Director discussed the most recent incident reports. There has been an increase in incident reports as the hours and traffic has increased. Ms. Fashion discussed the Banned Patron Policy's history and purpose.

B. Update on the Appleby Branch Renovation

The Library Director discussed the bids for the roof at Appleby Branch. The bids were similar in price. The contract was awarded to CGS Water Roofing and a contract is being written so the County Administrator to sign.

C. Update on the Friedman Branch Renovation

The Library Director described some of the difficulties experienced so far during renovation. Ms. Fashion will request another timeline from Sommers Construction Company.

D. Library Reopening Phase III/Reduced Hours

The Reopening Committee came up with two dates for Phase IV reopening: August 21, 2021 or September 4, 2021. Both dates are Saturdays and the first day of a pay period. It was moved, seconded, and carried to select August 21, 2021.

Phase IV would expand hours:

HQ- Monday-Thursday 9:00am-8:00pm, Friday 9:00am-5:30pm, Saturday 11:00am-4:00pm, Sunday 2:00pm-5:00pm

Appleby- Monday-Friday 9:00am-5:30pm, Saturday 11:00am-4:00pm

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

Maxwell Branch Tuesday and Thursday 9am-7pm, Monday, Wednesday, Friday, 9am-5:30pm, Saturday, 11am-4pm.

Wallace- Monday-Thursday 9:00am-5:30pm, Friday 12:00 noon-5:30pm, Saturday 11:00am-4:00pm

As of September 4, 2021, meeting rooms will no longer need approval through the BoT.

NEW BUSINESS

- A. Library Endowment Fund
On the last Strategic Plan 2017-2022, it was a goal to start a library endowment fund. This goal is being revisited. The Library Director asked for permission to obtain bank information to present to the board. It was discussed and decided that the Library Director should provide at least 4 institutions' information. It was moved, seconded, and passed to approve the Library Director to obtain information to present to the Board.
- B. New Library Mission Statement
The Board discussed three options and voted to select "Enriching the lives of the community." as the Library's new mission statement.
- C. FY 2021 Augusta-Richmond County Public Library System Amended Budget
An amended budget that reflects an increase to the library receipts line was presented to the Board. It was moved, seconded, and carried to accept the amended budget.
- D. Georgia Public Library Service Capital Outlay Construction Grant Application for Maxwell Branch Library/\$1,100,000.00 (Ratify)
It was moved, seconded, and carried to ratify the grant application for Maxwell Branch Library.
- E. Georgia Public Library Service Capital Outlay Construction Grant Application for the Friedman Branch Library/\$1,500,000.00 (Ratify)
It was moved, seconded, and carried to ratify the grant application for Friedman Branch Library.
- F. Bibliotheca Service and Maintenance/Extended Warranty (Self-Checkout-HQ)
Ms. Fashion provided a copy of the annual invoice and informed the Board that the agreement was no longer needed and not being requested for renewal. Elimination of this contract will save the library approximately \$25,000.00 annually.
- G. Approval for Augusta-Richmond County Risk Management Use of Auditorium at the Headquarters Library
It was moved, seconded, and carried to approve the use of the auditorium by Augusta-Richmond County Risk Management.
- H. Approval of Library Podcast
It was moved, seconded, and approved to approve the library podcast program.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

It was moved, seconded, and carried that the BoT meeting adjourn at 6:09 p.m.

Tracey Busbee, Library Assistant Director, recorder.