

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
August 16, 2021

4:30 P.M.

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; Anna Reeves; Beverly Tarver; Lillie Hamilton; Kimberly Brown; Kigwana Cherry; Kenneth Johnson. Members absent: Morris Porter, excused; Cher Best. Ex-Officio members present: Mashell Fashion, Library Director; Leon Maben, Friends of the Augusta Library 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

Mr. Robert Osborne, Executive Vice President of South State Bank; Mr. James Whitehead, Branch Manager of South State Bank; and Ms. Michelle Roberts, Vice President of Business Banking at Fifth Third Bank were present to discuss options for setting up an ARCPLS endowment fund.

MINUTES

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

TREASURER'S REPORT

- A. The Local Treasurer's Report and State Treasurer's Report for July 2021 were both included in the Trustees' packet. The Library Director provided the dollar amount (\$248,060.88) the Library has spent on salaries, utilities, etc., as well as the amount (\$5,650.05) the Library has collected in fines and fees as of July 20, 2021. No donations

were taken in between July 20, 2021 – August 20, 2021. The Library Director reviewed the State Treasurer’s Report.

- B. The following items were reviewed: Wells Fargo State/Local Government Checking 7/31/2021, Well Fargo Advisors Snapshot (CD) 7/1/2021-07/31/2021, South State Business Choice Summary of Account 7/30/2021, Community Foundation Augusta Library Fund 7/01/2021-7/31/2021, Community Foundation Augusta Library Capital Fund 07/01/2021-07/31/2021.
- C. The Library Director reviewed The ARC Library billing and payment reconciliation statement, which was included in the Trustees’ packet.

REPORTS

A. President’s Report

The Board President and Library Director met with Commissioner Johnson, and discussed tentative plans for the Richmond County Commissioners and City Administrator and staff to tour the HQs Library and Branches to learn more about what the Library has to offer the community in terms of services, programs, events, etc. The Board President also spoke of the need for advocacy for the Augusta-Richmond County Public Library System, particularly that of generating additional revenue. Informing the Commission, and other county government officials of the vital importance of ARCPLS to Richmond County, he stated, is one of the responsibilities of the BoT. The Board President also discussed the Library’s partnership with the Richmond County Board of Education and other service-oriented partnerships ARCPLS has with community organizations. ARCPLS is working towards establishing financial oriented partnerships.

B. Director’s Report

- a. Included in the Board packet was a copy of a statement submitted to the City Administrator outlining how ARCPLS fines and fees have been impacted by COVID-19.
- b. A copy of Georgia Public Library Service Statement on Inclusion, Diversity, Equity, and Accessibility was included in the Board packets.
- c. ARCPLS received two (2) American Rescue grants from Georgia Public Library Service (GPLS) totaling \$12,469.58 for eBooks and technology.
- d. ARCPLS is applying for the Digital Inclusion grant and the ARPA Tech grant. The grants will fund a book mobile or conversion van for ARCPLS outreach services.
- e. The Summer Reading Program ended August 6th. ARCPLS had 1,031 individuals sign up, and 258 completed.
- f. Diamond Lakes Library hosted The Back to School Bash on Saturday, August 14th; approximately 500 people attended.
- g. Included in the Board packet was the Writer in Residence (Olivia Gaines) monthly summary for July 2021.
- h. The What’s the Fic!? podcast will premiere on Wednesday, August 25th at 2:00 pm.

- i. ARCPLS circulation increased in July 2021.
- j. A copy of the Memorandum of Understanding (MOU) between the Board of Regents of the University System of Georgia and the BoT was included in the Board packet. The MOU concerns reimbursement of \$18,500.00 paid for facility repairs (Wallace Branch.)
- k. The Library currently has 57 employees, 24 part-time and 33 full-time. There are two (2) temporary employees and one (1) full-time custodian from Central Services, for a total of 60 employees. One part-time staff member resigned.
- l. A strategic planning meeting is scheduled for Tuesday, August 17th at 10:30 am.
- m. A copy of a Memorandum from Tim Schroer, Deputy Director, Finance Department to the Library Director was included in the Board packet and states that the 2021 Capital Outlay Funds have been allocated to fund Appleby Branch and Wallace Branch renovations.
- n. The Library Director will attend the Library Directors meeting virtually on September 15 – 17, 2021. The meeting is held in Athens, GA.
- o. The Library Director will be on vacation August 20 – August 31, 2021.

C. Committee Reports

- a. Nominating Committee: the BoT discussed the two (2) nominations for Treasurer; Kimberly Brown and Brenda Garman. Ms. Garman declined the nomination, and Ms. Brown accepted. It was moved, seconded and carried that Kimberly Brown be appointed the BoT Treasurer.

D. Friends of the Library Report

Mr. Leon Maben stated that the Friends met in-person for the July 2021 meeting. A new treasurer was chosen, and a new member joined. Three (3) members are being added to the Friends bank account. The current plan is to reopen the book store in September. The Friends currently have a total of nine (9) members. Mr. Maben urged the BoT to let friends and family know that the Friends are accepting new members. The cost is \$25.00. Ben Dudley (ARCPLS IT) is working to update the online membership application.

UNFINISHED BUSINESS

- A. July and August 2021 Incident Reports:
The Library Director discussed the most recent incident reports.
- B. Update on Appleby Branch Renovations:
CGS Water Proofing will install the new roof, but official start date is yet to be determined.
- C. Update of Friedman Branch Renovations:
LED lights and carpet were installed; window installed; tentative completion date is September 30, 2021. Book boxes will be moved from the conference room back into the Branch on Monday, August 23rd.

- D. Library Reopening Phase:
The Library will move to Phase IV reopening on August 21, 2021. The Library Director discussed emails she sent to the Board regarding staff exposure to COVID-19, but plans to go forward with Phase IV.
- E. Wallace Branch Flowerbeds:
Delta Alpha Sigma Chapter will begin cultivating a flowerbed at Appleby Branch, and plans to maintain the beds seasonally.
- F. Library Endowment Account Information:
The Library Director included business account information from Queensborough Bank in the Board packet, and Well Fargo account information was given to Board during the meeting. The Library Director recommended the library endowment account information be placed on the agenda for discussion during the September 2021 BoT meeting.

NEW BUSINESS

- A. Approval of ARCPLS Endowment Policy:
The Library Director included the newly drafted Endowment Policy in the Board packet. There was discussion regarding designated and undesignated funds going into the endowment account. It was decided that designated gifts will not be placed in the endowment account, and the policy should state this, unless the funds are already designated to go into the endowment account. The Endowment Policy was put on the table for the September meeting.
- B. Approval of the ARCPLS Volunteer Policy:
The Library Director drafted the volunteer policy to screen potential library volunteers. It was moved, seconded and carried to approve the ARCPLS Volunteer Policy.
- C. Approval of the ARCPLS Mask Exemption Waiver Form:
It was moved, seconded and carried to approve the ARCPLS Mask Exemption Waiver Form.
- D. Approval of Active Shooter Plans for Departments/Branches:
It was moved, seconded and carried to approve the Active Shoot Plans.
- E. Approval of EMCOR Service Aircond Contract for Friedman Branch:
It was moved, seconded and carried to approve the EMCOR Contract.
- F. Approval of the ARCPLS Amended FY 2022 Budget:
It was moved, seconded and carried to approve the ARCPLS FY 2022 Budget.
- G. Approval of the FY 2021 Georgia Public Library Budget Certification and Completion Report:
The Report was included in the Board packet and is part of FY 2021 audit report that ARCPLS is required to submit to GPLS. It was moved, seconded and carried to approve the FY 2021 Georgia Public Budget Certification and Completion Report.
- H. 2022 Augusta-Richmond County Library Joint Funding Budget Requests:
The budget has been submitted to Richmond County Finance Department, and was included in the Board packet as information.

- I. SAMS Government Registration Requirements:
It was moved, seconded and carried to approve.
- J. Annual Board Retreat:
The BoT and Library Director discussed options for the upcoming Board retreat on Monday, September 20, 2021. The tentative plan is to have a representative from Georgia Public Library Service speak to the Board members at 2:00 pm, or alternatively to have him speak in October based on his schedule.

PUBLIC COMMENT

The Board President welcomed new members to the Augusta-Richmond County Public Library System.

ADJOURNMENT

It was moved, seconded and carried that the BoT meeting adjourn at 6:16 p. m.

Tina Monaco, Georgia Heritage Room Historian, recorder.