

Augusta-Richmond County Public Library System (ARCPLS)
Board of Trustees Regular Meeting
September 20, 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 4:38 p.m. by the Board President, Mr. Christopher Mulliens.

ROLL CALL

Members present: Christopher Mulliens, President; Brenda Garman; Roy Jones; Vice President; Anna Reeves; Beverly Tarver; Lillie Hamilton. Members absent: Kigwana Cherry; Morris Porter, excused; Kenneth Johnson (excused); Kimberly Brown (excused); Beatrice Green (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.

A Quorum is not present due to absences. No voting will occur during the September 20, 2021 meeting. All issues will be tabled until the next meeting in October 2021.

APPROVAL OF AGENDA

A Quorum is not present due to absences. The agenda is not approved.

SPECIAL PRESENTATION

Ms. Briana Stutts, with the Girl Scouts of Historic Georgia Partnership, spoke to the Board about the benefits of a partnership between the Girl Scouts and ARCPLS. The partnership will begin with Wallace Branch Library and could possibly extend to other branches that would like to participate. Ms. Stutts described a list of events that would encourage circulation, increase door counts, and enable the two organizations to share resources to provide programming to all children the Library serves.

Mr. Christopher Mulliens acknowledged the presence of the Augusta-Richmond County Deputy Administrator, Mr. Troy Jackson. Mr. Mulliens informed the Board that he and Ms. Mashell Fashion, had a meeting with County officials on September 13, 2021. One of the meeting attendees was Mr. Troy Jackson.

MINUTES

A Quorum is not present due to absences. The August 2021 minutes were not approved. Mr. Mulliens asked members to email any errors to the minutes to the attention of Ms. Fashion.

TREASURER'S REPORT

- A. The Local and State Treasurer's Reports for August 2021 were both included in the Trustees' packet. The Library Director provided the dollar amount \$204,048.01 the Library spent for the month of September. The library collected in fines and fees totaling \$7,727.49 for the month. The Library Director reviewed the State Treasurer's Report.
- B. The following items were reviewed: Wells Fargo State/Local Government Checking 08/31/2021, Well Fargo Advisors Snapshot (CD) 08/01/2021-08/31/2021, South State Business Choice Summary of Account 8/31/2021, Community Foundation Augusta Library Fund 08/01/2021-08/31/2021, Community Foundation Augusta Library Capital Fund 08/01/2021-08/31/2021, Augusta-Richmond County Public Library System Income Statement FY 2022, Augusta-Richmond County Public Library System Balance Sheet As of August 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 President reported on a meeting between the Library Director, the BoT President, two Deputy Administrators and three representatives from the Finance Department from September 13, 2021. Mr. Mulliens expressed the desire of a partnership between the Library and the County in to order better communicate the Library's financial needs.

Mr. Ben Carter, the Assistant State Librarian for Library Development, provided a wealth of information at the Board retreat. The President stressed the importance of Library advocacy and knowing the Library's mission statement. A copy of the presentation is included in the members' packets.

B. Director's Report

- a. Ms. Fashion provided the dollar amount the Library owes Augusta-Richmond County Commission. The library will pay \$69,556.08 for the pay period December 12-25, 2020.
- b. The Board members were provided with additional banking statements at the meeting for Wells Fargo, South State, and the Community Foundation Capital and Library Funds.
- c. A list of grants were in the Board members' packets. The library received from 2010- to present grants totaling \$1,352,218.06. This total does not include the last two grants received from Georgia Public Library Service, American Rescue Plan Act.
- d. The library received a \$1,600 Stipend called Libraries as Community Hubs for Citizens Science from Institute of Museum and Library Services to support the creation of 4-8 citizens' science kits and resources. This stipend was secured by the Outreach Team of the Library, Ms. Erin Prentiss and Ms. Carol Angleton-Waggoner.
- e. The Public Relations Assistant is applying for the Community for Immunity Grant that addresses COVID-19 vaccines confidence and uptake, with aim to reach vaccine hesitant populations. The opportunity window is from October 4-29, 2021.
- f. The Board members' packets included a copy of the Georgia Public Library Service's Statement on Inclusion, Diversity, Equity and Accessibility.
- g. The library has been awarded an American Rescue Plan ACT (ARPA) Tech grant under the ARPA Relief Grants initiative for \$12,200.01 which was based on the state population

budget formula. The grant research was completed by Mr. Russell Liner, Ms. Tina Monaco and Mr. Ben Dudley.

- h. The Library has been awarded a Digital Inclusion grant under the ARPA Relief grants initiative. The library requested the funds to purchase a new bookmobile or conversion van for the Library's Outreach Program. This research for this grant was completed by Ms. Prentiss and Ms. Angleton-Waggoner.
- i. ARCPLS staff assisted in completing the 2021 Georgia Public Library Annual Report that contained 531 questions. The deadline was September 14, 2021.
- j. The Superior Office Systems did a service swap of assets for the Augusta-Richmond County Public Library. The Ricoh MP4500 Color Multifunction/Copy machine has been under service agreement past the normal life expectancy. The swapped copier machine will remain on the same monthly plan as the previous plan. A big thank you to Ms. Joanne Courtney for securing this deal for the library at no cost.
- k. The Writer in Residence's Yerby Institute Report for July 2021 is included in the packets.
- l. The Georgia Room is exhibiting the history of American baseball from the collections from Mr. Lamar Garrard and Mr. Milledge Murray during September and October, 2021.
- m. September is Card Sign up Month. Please help spread the word. The Richmond County School System may partner with the Library in the future.
- n. The Library's circulation increased for the month of August. Computer and Wi-Fi usage is gradually increasing. Evening and Sunday hours are still slower than pre-Covid use. Library staff saw an increase last week.
- o. The Library Director attended a virtual Director's Meeting during September 15-17, 2021. The topics covered were Library Financials, Maintenance Renovation and Repair Grants, Library Fundraising, Legal Questions in the Age of COVID-19, and Partnerships.
- p. Five core members have been selected from Strategic Planning Committee to assist Ms. Mary Jones with the writing the initiative and goals for the year 2023-2028. The core committee group will meet on Wednesday, September 22, 2021 at the Headquarters Library in the Boardroom at 10:30am.
- q. Library employees are working on the Blue Book, COVID-19 Safety Policy, Meeting Room Policy, Collection Development Policy, Filming Policy, Public Relation Procedures Manual, and Fiscal Officer Procedures Manual.
- r. The Library currently employs 54 staff 34 full time and 20 part-time employees for a total of 74 which includes 3 temporary workers from staffing agencies.
- s. The Library Director will take a week's vacation in October 2021. The exact week is undetermined at this time and will be reflected in the October Director's Work Schedule.

Mr. Mulliens mentioned that Mr. Kigwana Cherry, current BoT member, will assist in overseeing the Friedman Branch renovation. Friedman Branch will most likely not be open at the end of September.

Mr. Mulliens asked the Trustees to speak to the employees who attended the meeting, and get to know the Library's employees.

- C. Committee Reports
No committee reports.

D. Friends of the Library Report

Mr. Maben, the Friends President, informed the BoT that the Friends meetings have changed to 5:00 pm instead of 6:00 pm, but remain on the forth Monday of the month. Friends now has 11 members on the Council. The Bookstore will remain closed due to Covid-19 Delta variant and the high number of cases in Augusta, Georgia. Mr. Maben said that the Friends will be providing \$5,000 towards the Library's Bookmobile based on Ms. Prentiss's presentation to Friends for the Digital Inclusion Grant.

UNFINISHED BUSINESS

A. August and September 2021 Incident Reports

A copy of the Library's August 2021 incident reports were included in the members' packets. Ms. Cora Helms with the Office of the District Attorney called the Library Director to find out if the library would like to seek restitution for the damages caused to Friedman Branch when the juvenile threw a brick through the glass door. September incidents were discussed.

B. Update on the Appleby Branch Renovation

The roof has been completed on the Appleby Branch Library. The roof project was \$62,000. The sealed bids for the AB project are due October 4, 2021 via Zoom. The Appleby Project's cost is \$527,000. The State is funding \$212,000 and Richmond County is funding \$315,000 towards the cost.

C. Update on the Friedman Branch Renovation

The Friedman Branch Library renovation is moving forward. The public and staff restrooms, meeting room, and staff workroom are not completed. The Library Director and Friedman Branch employees are in the process of contacting shelving installers. The renovation deadline is September 30, 2021. There has been change orders for the Friedman Branch Library for the Manager's Office, the staff workroom, foyer in the entrance area, and changeover of sinks and faucets in public restrooms. The total cost is \$10,493.42.

D. Library Reopening Phase

The Reopening Committee met on September 2, 2021 to discuss the current opening hours and the concern of staff being exposed to COVID-19 or who have tested positive for the virus. Six staff members were exposed to the virus and one staff has tested positive.

All full and part-time staff have been allowed to telecommute from home once a month until further notice.

In-house programs may require registration and there have been no complaints.

Meeting rooms reopened on September 4, 2021.

E. Library Endowment Account Information - Wells Fargo, Queensborough, Fifth-Third, South State Banks

Two banks provided information about the Library's Endowment- South State and Fifth-Third. South State offered a \$500 incentive. Fifth-Third did not offer any incentives or opportunities.

A decision was tabled until quorum is present.

F. Approval of ARCPLS Endowment Policy

A copy of the ARCPLS Endowment Policy is included in the members' packets. The Director asked the members to review it and that any corrections please be sent to her.

A decision was tabled until quorum is present.

NEW BUSINESS

A. Evaluation of the Library Director

The Library Director's evaluation is completed annually and is required by Georgia Public Library System. The President asked if there were any volunteers for the committee and described the process for the evaluation. Ms. Anna Reeves, Ms. Beverly Tarver and Ms. Brenda Garman volunteered to serve on the committee.

B. No Use of Wallace Branch Meeting Room After Hours

The ARCPLS Meeting Room Policy is being revised. The meeting room at Wallace Branch has been available to patrons after hours. The Library Director recommends that any group securing the Wallace Branch meeting room should be required to hire and pay for a Marshal when reserving the meeting room after hours. The cost is \$14.37 an hour and the minimum number of hours a Marshal may be hired is three. The members discussed details of how the policy may work including a Marshal.

A decision was tabled until quorum is present.

C. Minimum Wage Increase \$15 per hour and 2% Pay Increase for the Remaining Staff Members (Ratify)

The Library Director discussed the minimum wage increase for Augusta-Richmond County employees and the importance that the Library keep its employees' pay scale the same as the County's. The Library Director stated that if the Library's funding does not increase, there will be challenges and that structural changes may be necessary to accommodate the pay increases. It is unknown when the wage increases would occur.

A decision to ratify the wage increase was tabled until quorum is present.

D. Memorandum of Understanding with Augusta-Richmond County Government and ARCPLS for the Appleby and Friedman Branch Libraries

Two copies of the Memorandum of Understanding (MOU) with Augusta-Richmond County Government and ARCPLS for Appleby and Friedman Branches are included in the packets. The MOUs are for the allocation of SPLOST FY 2020-2021 funds. The MOU for Friedman is for \$168,500 and the MOU for Appleby is for \$28,850.

A decision was tabled until quorum is present.

E. Approval of the Girl Scout Partnership With Wallace Branch

A decision was tabled until quorum is present.

F. Approval of the Guitar Donation from the Kids Rock the Nation (Ratify)

A decision to ratify the donation was tabled until the quorum is present.

G. Approval of the Furniture Package for the Friedman Branch Library

Two furniture packages are included in the members' packets, one from McWaters and one from Modern Business Workplace Solutions.

A decision on accepting a furniture package was tabled until quorum is present.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

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

Recorder: Tracey Lynn Busbee, Library Assistant Director.