

Augusta-Richmond County Public Library System
Board of Trustees Meeting
Monday, November 15, 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 Vice President, Mr. Roy Jones.

ROLL CALL

Members present: Christopher Mulliens, President (late arrival); Roy Jones, Vice President; Brenda Garman; Beatrice Green; Anna Reeves; Beverly Tarver; Lillie Hamilton; Kimberly Brown (left early); Kigwana Cherry. Members absent: Kenneth Johnson, Morris Porter; 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 agendas from August 16, 2021; September 20, 2021; October 18, 2021; and November 15, 2021.

SPECIAL PRESENTATION

Ms. Mary G. Jones, Strategic Planning Consultant, presented the Augusta-Richmond County Public Library System Strategic Plan for 2022 – 2027. Ms. Jones discussed the purpose of the Strategic Plan, and outlined the eight (8) key initiatives, which are: Increase the Financial Stability of ARCPLS; Ensure Safety and Security of Patrons and Staff; Foster an Organizational Culture of Innovation and Excellence; Increase Public Awareness; Enhancing Environments for Research, Learning, and Job Seekers; Accelerate Patron Learning Through Responsive Initiatives; Increase Engagement Through Local Partnerships; Maintain and Improve Information Technology and Cyber Security. The ARCPLS Strategic Plan was included in the BoT packet.

MINUTES

It was moved, seconded, and carried to approve the minutes from the August 16, 2021; September 20, 2021; and October 18, 2021 Augusta-Richmond County Public Library Board of Trustees regular meetings.

TREASURER'S REPORT

The Local and State Treasurer's Reports for October 2021 were included in the Board of Trustees' packets. Ms. Fashion provided the dollar amount (\$281,939.96) the Library spent for October 2021. The Library received a stipend of \$1,600.00 from Arizona State University, and a donation of \$115.00 for Star War Reads Day. Ms. Fashion reviewed the ARC Library billing and reconciliation sheet, highlighting the dollar amount the Library owes to Richmond County as of November 12, 2021 (\$1,076,224.43.) A payment of \$61,268.05 was made on Friday, November 12, 2021. Also provided for Board member review were the October 2021 banking statements for South State and Well Fargo as well as the Community Foundation Statement for October 2021.

It was moved, seconded, and carried to accept the August 16, 2021 and September 20, 2021 Treasurer's Reports as information until audited.

REPORTS

- A. President's Report: No report
- B. Director's Report: The following items were placed in the Board of Trustees' packets for review:
- a. Board of Trustees Calendar of Events for 2022.
 - b. Board of Trustees member list with the representative districts, district Commissioners, and term service.
 - c. Narrative portion of the Community for Immunity Grant which addresses COVID-19 vaccine confidence with the aim of reaching vaccine hesitant populations.
 - d. Copy of the completed Sandra Deal Center Summer Reading Mini-Grant.
 - e. Letter from GPLS confirming the Board of Regents approved contracts regarding the Digital Inclusion and ARPA Tech Grants.
 - f. Proposal Acceptance and Order Acceptance/Confirmation from Matthews Specialty Vehicles to Augusta-Richmond County Public Library regarding the purchase of the MSV Series 500 Sprinter Bookmobile.
 - g. Two preliminary documents from Bedingfield, McCutcheon & Perry CPAs to be completed prior to the library audit.
 - h. October 2021 Writer in Residence Report.
 - i. Letter sent on behalf of the Scott B. and Annie P. Appleby Charitable Trust awarding \$5,000.00 to Augusta-Richmond County Public Library System for facilities maintenance at Appleby Library.

Ms. Fashion discussed the following:

The library podcast, *What's the Fic?* currently 160+ views for its three (3) episodes. Georgina Lewis and Megan Williams continue to invite various guests from the library and community to participate. The podcast can be viewed on the ARCPLS Facebook and YouTube accounts.

Library circulation increased during October 2021, with computer and Wi-Fi use gradually increasing as well. Evening and Sunday hours continue to lag, but saw an increase in patronage the weekend of November 13th and 14th.

The 2021 Winter Public Library Director's Meeting will be held December 1st – 3rd at the Southwest Chatham Library in Savannah, Georgia. Participants are given the option of attending either virtually or in-person. Mr. Fashion will meet virtually.

Ms. Fashion and respective committees continue to work on the following Library policy and procedure manuals: Blue Book, Filming Policy, Public Relations Manual, Fiscal Officer Procedures Manual. The Assistant Director's Manual is complete pending Ms. Fashion's review.

Currently, there are fifty-seven (57) staff members, including thirty-four (34) full-time and twenty-three (23) part-time employees. The library also employs three (3) temporary workers from staffing agencies equaling sixty (60) employees. There were two recent full-time resignations of the Assistant Director, and Library Assistant II at Diamond Lakes Library. Three students were hired for Maxwell Branch, Wallace Branch and HQs Children's Department.

Ms. Fashion will be on vacation the week of November 22-23, and 29, 2021.

C. Committee Reports:

- a. Director's Evaluation Committee: Brenda Garman and Anna Reeve are in charge of collecting the evaluations. Ms. Garman reported two (2) outstanding evaluations, and asked if she could move forward without them.

- b. Friends of the Library Report: Friends President Leon Maben reported that the Friends did not meet in October 2021 but are working on a regular operational schedule for the Friends of the Augusta Library Bookstore. Reopening has been inconsistent due to volunteer unavailability.

UNFINISHED BUSINESS

- A. August, September, and October 2021 Incident Reports: Ms. Fashion discussed Library incident reports for August-October 2021.
- B. Update on Appleby Branch Library Renovations: Renovations to make the Branch ADA compliant are on hold due to bids being in excess of \$527,000. The focus will be on making the elevator and bathroom ADA compliant, and relocating the circulation desk. The library spent \$62,000.00 on the roof, with only \$174,000.00 in MRR funds remaining and \$312,000.000 remaining from Capital Outlay in Richmond County. The highest bid was approximately \$800,000.00 and the lowest approximately \$600,000.00.
- C. Update on Friedman Branch Library Renovations: Shelving of materials is complete thanks to the assistance of staff and volunteers. Kathy Crosson, and Brenda and Dennis Garman were instrumental in assisting with packing up and re-shelving of materials. A tentative shipment date of December 3, 2021 is set for the circulation desk and computer workstations. Network wiring for computers and camera equipment is in the process of being completed.
- D. Library Reopening Phase: The Reopening Committee met on November 4, 2021 to discuss operational hours, and the current Richmond County mask mandate. Due to safety and staffing concerns, the Georgia Heritage Room will close on Saturdays. The Room will open on Saturdays for scheduled appointments only. All full-time and part-time staff continue to telework from home once a month until further notice. This is an incentive, and not required by staff. All meeting rooms are fully open to the public.
- E. Library Endowment Account Information: Per Mr. David Scott's special presentation at the October 18, 2021 BoT Regular Meeting concerning the YMLA being the basis of a library endowment. Instead of opening a separate endowment account, the Library would take control of the YMLA brokerage and savings accounts. A three-person committee (President, Secretary, and Treasurer) will be appointed to serve as the YMLA board. The three members should be named by January 2022. Ms. Anna Reeves, Ms. Beverly Tarver, and Ms. Brenda Garman are tentative YMLA board members.
- F. Approval of ARCPLS Endowment Policy: It was moved, seconded, and carried to approve the ARCPLS Endowment Policy.
- G. No Use of Wallace Branch Meeting Room after Hours (Vote): It was moved, seconded, and carried that Wallace Branch meeting room after hour use requires a paid marshal.
- H. Minimum Wage Increase \$15 per hour: Full and part-time employees under this minimum wage of \$15 received the wage adjustment increase, 2% Pay Increase for the Remaining Staff Members and COVID 19 Payout (Ratify): It was moved, seconded, and carried to ratify the above.
- I. Approval of Guitar Donation from the Kids Rock the Nation (Ratify): It was moved, seconded, and carried to approve the Guitar Donation from Kids Rock the Nation.
- J. Memorandum of Understanding with Augusta-Richmond County Government and ARCPLS for the Appleby and Friedman Branch Libraries for Reimbursement to SPLOST (Accept as Information): It was moved, seconded, and carried to accept as information the MOU.
- K. Approval of the Girl Scout Partnerships with Wallace Branch (Vote): It was moved, seconded, and carried to approve the Girl Scout Partnership with Wallace Branch.
- L. Approval of the Furniture Package for the Friedman Branch Library (Vote): It was moved, seconded, and carried to approve the Furniture Package for Friedman Branch.

NEW BUSINESS

- A. Reassembling of Shelving at the Friedman Branch Library – Carter Home Improvement (Ratify): It was moved, seconded, and carried to ratify.

- B. COVID 19 Environment Policy: It was moved, seconded, and carried to approve the COVID 19 Environment Policy.
- C. Revised Meeting Room Policy: It was moved, seconded, and carried to approve the revised Meeting Room Policy.
- D. Revised Collection Development Policy: It was moved, seconded, and carried to approve the revised Collection Development Policy.
- E. Passenger Elevator Vandal Resistant Push Button (3rd floor): It was moved, seconded, and carried to purchase the vandal resistant button.
- F. Reduced Work Hours for Part-time Employees: It was moved, seconded, and carried to approve reduced work hours for part-time employees.
- G. Memorandum of Understanding between Augusta-Richmond County Government and ARCPLS for Appleby Branch Library: It was moved, seconded, and carried to accept the MOU as information.
- H. Approval of the 2022 Library Holiday and Closures: It was moved, seconded, and carried to approve the Library Holidays and Closures.
- I. Approval to keep Friedman Branch Library Closed through January 2, 2022: It was moved, seconded, and carried to keep Friedman Branch closed until January 2, 2022.
- J. Approval of Matthews Specialty Vehicles Proposal Acceptance: It was moved, seconded, and carried to approve.
- K. Approval of the Library Grounds Maintenance for 4 Locations: It was moved, seconded, and carried to approve.
- L. Approval of the ARCPLS Strategic Plan for 2022-2027: It was moved, seconded, and carried to approve the Strategic Plan.
- M. Approval to Close Libraries on December 28, 29, 30: It was move, seconded, and carried to approve.

PUBLIC COMMENT

No public comment.

It was moved, seconded, and carried by the Board to move the meeting into closed session at 6:17pm and ended at 6:26 pm.

Meeting adjourned at 6: 27 p. m.