

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
Monday, March 20, 2023
4:30 pm

CALL TO ORDER

The meeting of the Augusta-Richmond County Public Library System (ARCPLS) Board of Trustees was called to order at 4:30 pm by Board President, Anna Reeves.

ROLL CALL

Members present: Anna Reeves (President); Morris Porter (Vice President); Brenda Garman (Treasurer); Kimberly Brown; Kigwana Cherry; Thomas Gardiner. Members absent: Lillie Hamilton (excused); Cher Best (excused). Ex-officio members present: Dennis Garman, Friends of the Augusta Library President proxy; Emanuel Mitchell, Library Director; Tracey Goldman-Busbee, Assistant Director; Tina Monaco, recorder. Ex-officio members absent: Commissioner Bobby Williams; Leon Maben, Friends of the Augusta Library President.

APPROVAL OF AGENDA

Mr. Porter moved to approve the agenda with an amendment to remove item C) 2022 ARCPLS Audit under NEW BUSINESS. Ms. Garman seconded. All voted in favor. The motion carried.

INTRODUCTION OF THE NEW LIBRARY ASSISTANT DIRECTOR

Ms. Reeves welcomed the new Assistant Director, Tracey Goldman-Busbee. Ms. Goldman-Busbee introduced herself, and thanked Mr. Mitchell and the Board for the opportunity to serve as Assistant Director of ARCPLS.

MINUTES

Mr. Cherry moved to approve the minutes with corrections. Ms. Brown seconded. All voted in favor. The motion carried.

TREASURER'S REPORT

Mr. Mitchell reported the following:

ARCPLS continues to work with the Augusta Commission to reduce its debt. As of March 20, 2023, the debt dropped from \$1.5 million to \$1,300,672.85. A payment of \$65,023.18 was made on March 7, 2023. The goal is to have the debt paid off in two (2) years.

As required, ARCPLS completed its fiscal year audit, which was included in the board packet. Item C) 2022 ARCPLS Audit under NEW BUSINESS was removed from the agenda because ARCPLS documents were delayed to the auditor pushing up the auditor's presentation to the Board. The auditor will present during the May 2023 meeting.

Referencing the Local Treasurer's Report, Mr. Mitchell pointed out salaries as being the Library's highest expenditure. Full-time salaries for February 2023 were \$97,343.06, a reduction from January 2023 (\$236,092.77). Payroll expenditures include the Library's past deficit to Richmond County, and current deficit. Part-time salaries for February 2023 were \$13,661.82. For the month of February 2023, ARCPLS brought in \$7,592.92 in fees, raising the Library's total to \$57,087.50 for the year.

FY 2023 Capital Layout request included the replacement of shelves at Wallace Branch Library as well as the installation of an emergency door. The new flooring (LVT) at Headquarters will replace a portion of carpet on the first floor, and all of the carpet on the second floor. Funding will cover both floors. Waiting on project date.

REPORTS

- A. **President's Report:** the Augusta Women's Club of which Ms. Reeves is a member, is expected to donate \$500.00 to the Summer Reading Program. Both the Augusta Women's Club of Augusta and the Chamber of Commerce were made aware of the Friedman Branch Library ribbon cutting ceremony. Mr. Reeves and Mr. Mitchell discussed the transfer of YMLA funds to the Community Foundation. The paperwork has been started, but the correct amount needs to be decided. Ms. Reeves and Mr. Mitchell toured the Columbia County Library.
- B. **Director's Report:**
- The \$500,000 ARPA funds have been deposited. \$100,000.00 of which will be used for collection management, as well as a portion towards the teen maker space.
 - Mr. Mitchell will begin meeting with the Greater Clark's Hill Public Library System director once a month for lunch to rebuild the relationship and collaborate.
 - March 12th – 16th, Mr. Mitchell attended the Georgia Library Service for the Blind and Print Disabled conference. He discussed his goal to include more resources for the blind and print disabled in the collection so all patrons are served. Also looked at new technology to service those who are visually impaired.
 - Prime Time literacy event happened on March 16th, funded from a GPLS grant. It's the first time ARCPLS held the event.
 - ARCPLS selected for a pilot program to assist patrons with renewal of DHS benefits.
 - Georgia Senate Bill 88 failed to pass as did Senate Bill 154 (Gate Keeper's Law).
 - ARCPLS will now use South State Banks Treasury Navigator feature to further secure library banking transactions.
 - The rainbow armadillo has been chosen as the ARCPLS mascot.
 - Two of the four contracts for the Appleby Concert Series have been received.
 - 18,260 visitors came though ARCPLS libraries in February. 40 group used the meeting rooms. Circulation has increased, close to pre-COVID numbers. Computer usage is up, as is Wi-Fi usage. Website hits have gone up as well.
 - We're at 48 staff. 14 part-time 34 full-time.
- C. **Committees:** No reports
- D. **Friends of the Library Report:** Mr. Garman stood in for Mr. Maben, and reported that the Friends have 36 regular members and 106 life members. The book shop is open most days and volunteers work in shifts. The Friends contributed \$5000.00 to SRP. The Friends' volunteer at all library events but Mr. Garman requested the Library alert the Friends about library programs and events in a timelier manner so volunteers have time to schedule their attendance and participation.

Ms. Reeves also noted that in the past the Board hasn't been made aware of certain library events thereby preventing their participation. She also pointed out that the Library did not participate in the St. Patrick's Day Parade. Mr. Mitchell indicated that this was because the book mobile is delayed.

A Friends of the Augusta Library book sale is scheduled for May 5th and 6th in the HQs auditorium.

UNFINISHED BUSINESS

- a) **Incident Reports:** Mr. Mitchell reviewed the incident reports for February 2023, both of which occurred at Friedman Branch Library. The Library System has seen an increase in incidents among our homeless patrons and those with mental illness. There is a need to partner with local social work organizations. ARCPLS needs services and/or information in place to aid those in need. Ms. Reeves noted “Project Refresh” implemented by First Baptist Church of Augusta, which sets up portable showers for those in need.
- b) **Bookmobile Update:** is still on the production floor at Mathews Specialty Vehicle. ETA is unknown.
- c) **Friedman Grand Reopening:** Scheduled for April 14th at 9:30 am.
- d) **Moving Funds to Community Foundation:** \$80,000 will be transferred from the YMLA account to the Community Foundation.
- e) **Summer Reading Program:** The event will be held June 3, 2023 at Brookfield Park from 11:00 am – 3:00 pm. Donations \$7000.00, \$5000.00 from the Friends. Coco-Cola donated sodas. Billboards will go up as part of a marketing grant from GPLS. Mr. Porter’s family is featured in one of the billboards. Lamar Advertising will install the billboards. The cost is \$700 for 2 billboards.

NEW BUSINESS

- a) **Election of Board of Trustees Officers:** Mr. Cherry moved that the Boards elected officers stand as they are now. Ms. Brown seconded. All voted in favor. The motion carried.
- b) **Hotspot Borrowing Agreement:** The policy includes the hotspots, Chromebooks and Launchpads. Mr. Porter moved to approve the Hotspot Borrowing Agreement. Mr. Cherry seconded. All voted in favor. The motion carried.
- c) **Appleby Concert Series:**
- d) **Sponsorship for Bookmobile:** Mr. Porter moved to accept the book mobile sponsorship fundraising levels. Ms. Garman seconded. All voted in favor. The motion carried.

Mr. Porter moved to close the meeting for executive session. Mr. Cherry seconded. All voted in favor. The motion carried. The meeting moved to closed session at 5:30 pm.

The meeting was reopened at 5:50 pm.

PUBLIC COMMENT

Mr. Porter is taking a large group of young people to tour Redcliffe Plantation State Historic Site on Saturday, March 25th and asked the Board about transportation options. He needs a bus or two fifteen-passenger vans. Ms. Brown had recommendations.

ADJOURNMENT

Ms. Garman moved to adjourn the meeting. Mr. Cherry seconded. All voted in favor. The meeting adjourned at 6:00 pm.

Transcribed by Tina Monaco