

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
Monday, August 21, 2023
5:30 p.m.

CALL TO ORDER

The meeting of the Augusta-Richmond County Public Library System (ARCPLS) Board of Trustees was called to order at 5:30 pm by Board President, Anna Reeves.

ROLL CALL

Members present: Anna Reeves (President); Morris Porter (Vice President); Brenda Garman (Treasurer); Kigwana Cherry; Kimberly Brown; Carlotta McGruder. Members absent: Cher Best (excused); Christine Rhodes (excused); Anita Rookard (excused). Ex-officio members present: Commissioner Bobby Williams; Dennis Garman (Friends of the Augusta Library); Emanuel Mitchell, Library Director; Tina Monaco (transcriber); Ex-officio members absent: Leon Maben (Friends of the Augusta Library President).

APPROVAL OF AGENDA

Ms. Gibbons moved to approve the agenda. Ms. Garman seconded. All voted in favor. The motion carried.

APPROVAL OF MINUTES

Ms. Garman moved to approve the minutes as written. Mr. Porter seconded. All voted in favor. The motion carried.

WELCOME NEW BOARD MEMBER

Ms. Reeves welcomed Ms. Carlotta McGruder who represents District 6 and was appointed by Commissioner Tony Lewis. Ms. McGruder introduced herself and thanked the board for welcoming her.

TREASURER'S REPORT

Mr. Mitchell reported the following:

As of August 21, 2023, ARCPLS owes Augusta-Richmond County \$1,240,808.17. The last payment made was \$56,816.55.

The library is at the end of its fiscal year (June 1, 2022 – July 31, 2023) and is in the process of submitting financials to the state auditor.

Line 31 on Local Treasurer's Report ARCPLS paid \$56,816.55 for full time salary and for part-time paid \$12,548.31. Line 45, what ARCPLS collected in fees and lost materials for July 2023, \$1,225.00. The goal for FY2024 is to reach \$20,000.00 in fees. ARCPLS exceeded the goal in FY2023.

FY2024 capital outlay request submitted to Central Services includes interior painting and replacing the roof on HQs Library, as well as Wallace Branch, Friedman Branch, and Maxwell Branch Libraries. This was an additional ask of \$300,000.00.

FY2025 capital outlay for the state, we asked for \$900,000.00 for the repairs at Appleby Library.

REPORTS

A. President's Report:

- Ms. Reeves spoke with Ms. Tarver and she will remain on the Young Men's Library Association (YMLA) committee. Mr. Mitchell provided Ms. Reeves with several documents detailing the beginning of the YMLA and their history as a subscription library in Augusta. The committee will decide how to move forward with the YMLA account. Ms. Reeves recommends quarterly meetings to discuss the YMLA fund.

B. Director's Report:

- September is Library Card Sign-up Month which gives ARCPLS an opportunity to promote all of the Richmond County libraries. ARCPLS will participate in Art in the Heart on September 15-17. Our booth will be staffed with volunteers who will offer a craft project for the kids in attendance. The book mobile will also be on site.
- Staff day is on Monday, October 9th. The board is invited. Keynote speaker is Commissioner Jordan Johnson. Time is 8:00 am – 5:00 pm.
- Star War Reads Day is October 21st from 11:00 am – 2:00 pm.
- Circulation stats continue to increase. From the end of July to present the libraries have seen 19,028 visits. A gate counter is going to be installed in the book mobile to record stats.
- Two library policies are in the process of review and update: the policies affecting weapons in the library and unattended children in the library. These two policies will be available for board review during the October 2023 board meeting.
- ARCPLS employees 55 staff; 32 full-time and 23 part-time. Current positions posted: Library Assistant I (circulation), Library Student Assistant, Assistant Director. Interviews for the positions were conducted the week of August 14th.
- The book mobile attended three (3) events from July to present: 2 back to school events and the Caribbean Fest on August 12th.
- ARCPLS is partnering with the Augusta District Attorney's Office on the Georgia Justice Project to offer free workshops (HQS) on criminal record expungement. The workshops are scheduled for the first Wednesday of every month, beginning October 4, 2023 and ending February 7, 2024, from 9:00 am – 5:00 pm.
- In response to a question asked by Ms. Reeves about posting job opportunities to those in need Mr. Mitchell said ARCPLS is working to address this issue by hosting GED classes, resume and job interview classes. He has also reached out to the Ga Dept. of Labor to see if a job kiosk can be installed in the library.

C. Committee Reports

- i. **Accounts:** see above regarding the YMLA fund.
- ii. **Personnel Committee:** N/A

D. Friends of the Library Report:

- 44 current members of FOAL.
- The next FOAL book sale is November 3 – November 4, 2023
- More hand-sewn bags have been donated by the volunteer seamstress. Mr. Mitchell has fabric to donate. Ms. Reeves asked if the bags can be made available at Arts in the Heart. Mr. Mitchell said yes.

UNFINISHED BUSINESS

- a) **Incident Reports:** Mr. Mitchell reviewed the incidents for the last month including the theft of paper towels and toilet paper from the bathrooms at Headquarters. He is going to install prison-grade dispensers in the bathrooms to prevent destruction and theft.

- b) **Bookmobile Update:** the running board was installed. WRDW reported on the bookmobile which has increased reservations.
- c) **Headquarters Carpet Update:** the LVT is installed and now the shelving and books are being put back in place. Once a thorough cleaning has been done, the second floor will reopen. Mr. Mitchell set the reopening date for Monday, August 28th.
- d) **Debt to Augusta-Richmond County:** ARCPLS received the one-time budget increase of \$1,300,000. Mr. Mitchell will remit a check to Augusta-Richmond County for \$1,300,000 to pay back the deficit on Friday, August 25, 2023.
- e) **Summer Reading Program Update:** SRP concluded on July 31st. ARCPLS exceeded numbers from last year by more than twenty percent. Mr. Mitchell will provide the exact numbers at the September board meeting.
- f) **Board Retreat:** scheduled for September 30, 2023. The address is 1250 Brookstone Lane, at the clubhouse.
- g) **Library Audit:** Once Mr. Mitchell submits the \$1.3 million check on Friday, August 25th to Augusta-Richmond County, ARCPLS financials will be closed. Books will be reopened to catch up payroll and all other outstanding bills.
- h) **Headquarters Restrooms Update:** Mr. Mitchell submitted the order for the heavy-duty toilet paper lock boxes. Only for HQs public bathrooms.

NEW BUSINESS

- a) **Executive Session:** due to a few of the board member having to leave early, it was decided to conduct the closed session at the beginning of the meeting. Closed session began at 5:32 p.m. The meeting reopened at 5:49 p.m.
- b) **Augusta Richmond County Job Description Questionnaire:** Richmond County is conducting a salary analysis with a selection of employees. The last one was conducted in 2017. The library will submit its questionnaires on Tuesday, August 21st for review. The questionnaire is an effort by Richmond County to offer more competitive salaries.
- c) **Library Audit:** See above.
- d) **State Capital Outlay for FY25 (Appleby):** See Treasurer's Report.
- e) **State Health Care Increase:** State health of Georgia insurance is increasing to \$1,091.00 per month for all state employees. According to State Librarian, Julie Walker, Teacher's Retirement System of Georgia (TRS) is not linked to State Health so selecting another health insurance provider would not affect TRS. Mr. Mitchell has discussed the option and cost of switching to Richmond County health insurance with Ms. Anita Rookard in HR. The board would have to vote whether to switch to Augusta-Richmond County health care or select another plan outside of state health. Mr. Mitchell recommends switching to the county health care system. The decision would be made FY2025.

Ms. Reeves asked Mr. Mitchell to update on new hires. Mr. Mitchell has selected a candidate for the Assistant Director position. The new employee will start sometime in September.

PUBLIC COMMENT

None at this time.

ADJOURNMENT

Ms. Gibbons moved to adjourn the meeting. Mr. Cherry seconded. All voted in favor. The meeting adjourned at 6:40 pm.