

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
Monday, September 18, 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 Vice President, Morris Porter.

ROLL CALL

Members present Morris Porter (Vice President); Brenda Garman (Treasurer); Kimberly Brown; Cher Best; Tonia Gibbons; Christine Rhodes; Anita Rookard. Members absent: Anna Reeves (excused); Kigwana Cherry (excused); Carletta McGruder (unexcused). Ex-officio members present: 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); Commissioner Bobby Williams.

APPROVAL OF AGENDA

Ms. Best moved to approve the agenda. Ms. Brown seconded. All voted in favor. The motion carried.

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Mr. Mitchell reported the following:

As of September 18, 2023, ARCPLS is no longer in debt to Augusta-Richmond County. The last payment of \$263,000.00 was made on Monday, September 18, 2023. Closing out the financials for FY2023 was pushed to August 30, 2023, once the debt was paid. Finances were reconciled going back to 2020, and Ms. Cristal Hannah, ARCPLS's financial officer continues to clear up finances so ARCPLS can move forward with the financial audit.

Line item #31 (Full-Time Salaries) was \$56,813.36 for August 2023 and Part-Time Salaries were \$9,854.00.

The ARCPLS budget packet has been submitted to the Richmond County Finance Department, requesting \$3,216,000.00 for an increase of \$300,000.00. Mr. Mitchell is in the process of scheduling the budgetary workshop mandated by Richmond County. The ARCPLS state-approved budget for FY2024 is \$514,901.00.

Capital Outlay Requests from Richmond County were included in the board packet. A total of \$345,000.00 was requested to replace HQ's roof (\$100,000), Maxwell's roof (\$50,000), Friedman's roof (\$60,000) to replace flooring in HQs children's department (\$35,000), and Appleby renovations (\$100,000).

Maxwell's roof has been repaired with tar several times over the years but the leaking has persisted. Mr. Mitchell explained the problem with the roof and discussed two options moving forward. He has requested quotes from Central Services. Mr. Mitchell will provide information moving forward.

State Capital Outlay will be voted on late February/early March 2024. ARCPLS request is \$900,000.00 for Appleby renovations; interior/exterior painting, second floor remodeling, floor replacement, ADA compliant elevators and restrooms (plumbing), repair front steps, update security systems, create new entrance to elevator.

ARCPLS will not go through a bidding process, as the company that conducted the assessment is a state-approved contractor. This will expedite the process.

Mr. Porter requested the board be shown the design plans for the proposed roof at Maxwell Branch prior to the start of the project. Mr. Mitchell agreed.

REPORTS

President's Report: Ms. Reeves's report was included in the board packet.

Director's Report: Mr. Mitchell reported the following:

- The second-floor project is complete, the new LVT installed, and it will be opened to the public on September 6, 2023.
- Headquarters experienced a power surge that destroyed the motherboard of the public elevator but was repaired and is now again fully functional.
- Trane has completed the lighting in the interior of Headquarters, converting all lighting to LED. The outside and parking lot will be done now unless the lights are owned by Georgia Power.
- Ms. Tisa Jackson was hired as Assistant Director on September 16, 2023. Her first day was Monday, September 18, 2023. Ms. Anna Wendorf was hired as Library Assistant I in the circulation department at HQs, and Khayeem Pyles was promoted to Library Assistant I at Friedman Branch.
- The library system saw three (3) resignations: Mr. George Olney (IT) and Ms. Pamela Crawford (Admin), Melissa Thompson (Library Assistant I).
- The Second Change project ribbon cutting will happen on Tuesday, October 3, 2023, at 3:00 p.m. at HQs. An email invite went out to all board members. 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.
- The partnership with the Mosaic Center to offer free adult literacy classes will begin soon.
- The board retreat is Saturday, September 30th from 9:00 am – 5:00 pm. The agenda was included in the board packet and Ms. Garman provided directions to the facility.

Committee

- i. **Accounts:** N/A
- ii. **Personnel Committee:** N/A

Friends of the Augusta Library Report: Mr. Garman reported the following:

- FOAL is preparing for the book sale on Friday, November 3, and Saturday, November 4, 2023. Volunteers from Augusta University, fulfilling their "day of service" will be on hand to assist. Ms. Best will promote the November book sale.
- The Friends volunteers at Arts and the Heart and will be volunteering on Star War Reads Day on Saturday, October 21, 2023, from 11:00 – 2:00 p.m.
- The bookshop's hours are now posted on the door and volunteers are working to cover those hours.

UNFINISHED BUSINESS

- a) **Incident Reports:** Mr. Mitchell reviewed the incident reports.
- b) **Debt to Augusta-Richmond County:** Treasurer's Report
- c) **Board Retreat:** See Director's Report

NEW BUSINESS

- a) **Library Director (Clocking In and Out):** Mr. Mitchell requested the board revisit their vote from 2022 requiring him to clock in and out. He asked Ms. Rookard, Director, Augusta-Richmond County Human Resources to clarify

the process for Richmond County department heads. Ms. Rookard explained that SES (Senior Executive Service) exempt employees are not subject to the time clock, due to their exempt status and the responsibility of always being on call. Ms. Garman noted the original vote to have Mr. Mitchell continue clocking in and out was based on the misinformation that Mr. Mitchell would not be paid if he did not clock in and out.

Ms. Garman moved that Mr. Mitchell be treated as all the other department heads in Richmond County and not have to clock in and out. Ms. Brown seconded. All voted in favor. The motion carried.

For payroll purposes, the library's primary time keepers will be responsible for entering Mr. Mitchell's time into ADP and tracking his vacation and sick leave.

- b) State Reimbursement for Headquarters Library Flooring Project:** Mr. Mitchell referred the board to the FY2022 Lib Tech and MRR Reimbursement grant document in Appendix I of the board packet. ARCPLS was granted \$150,000 from the state to reimburse Richmond County for the flooring cost. The total was \$189,000.
- c) Maxwell Roof Problem:** See Treasurer's Report.
- d) Tech Hub Project:** The door has been installed. The area will be painted and then drops installed. 90% of the equipment is here. We're waiting on the Glowforge 3D laser printer. Mr. Mitchell advised the board that a draft of policies will be presented for their vote at the October 2023 board meeting.
- e) SHBP Update:** See below.
- f) Quarterly Director's Meeting:** Mr. Mitchell will attend the quarterly director's meeting on September 25-27, 2023 in Carrollton, Georgia. Mr. Mitchell will leave after the FOAL meeting on Monday, September 25th. Ms. Jackson, Assistant Director will be in charge while Mr. Mitchell is away. A representative from the State Health Benefits Plan (SHBP) will be at the meeting to address concerns from sixty (60) Georgia library systems about the upcoming increases to State Health. Mr. Mitchell will provide reports to the board.
- g) Staff Day:** October 9, 2023.

Ms. Best requested a copy of library programming and events for October, November, and December to broadcast on 93.6 KISS FM.

PUBLIC COMMENTS

No comment.

ADJOURNMENT

Ms. Garman moved to adjourn the meeting. Ms. Brown seconded. All voted in favor. The meeting ended at 6:30 pm.