

Augusta-Richmond County Public Library System  
Board of Trustees Regular Meeting  
Monday, October 16, 2023  
5:30 pm

## **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 are Anna Reeves (President); Morris Porter (Vice President); Brenda Garman (Treasurer); Kigwana Cherry; and Christine Rhodes. Members absent: Kimberly Brown, excused; Cher Best, excused; Tonia Gibbons, excused; Anita Rookard, excused; Carletta McGruder, 3<sup>rd</sup> unexcused absence. 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); Commissioner Bobby Williams.

## **APPROVAL OF AGENDA**

Due to the absence of a quorum, the agenda was not approved.

## **APPROVAL OF MINUTES**

Due to the absence of a quorum, the September 2023 board minutes were not approved.

## **TREASURER'S REPORT**

Mr. Mitchell reported the following:

As of October 1, 2023, ARCPLS owes Richmond County \$5,809.07, due to a quarterly statement for Diamond Lakes. This will be cleared by the end of the month.

The last payment to Richmond County was made on Friday, October 13<sup>th</sup> in the amount of \$63,104.89. Payroll is up to date.

The engagement letter to the auditor has been signed and submitted. Mr. Mitchell is waiting on the list of items the auditor needs.

Payroll expenses for full-time staff for the month of September 2023 were \$65,888.73; part-time was \$9,854.00. Library receipt YTD is \$6,921.72, with a goal of \$20,000. For September, ARCPLS took in \$3,045.72. ARCPLS will exceed the goal of \$20,000.00 due mostly to meeting room income. Meeting rooms are booked until March 2024.

## **REPORTS**

- A. President's Report: Ms. Reeves thanked Ms. Brown, Ms. Garman, and Ms. Gibbons for attending staff day on October 9<sup>th</sup>. The Augusta Women's Club met last month at ARCPLS. She continues to raise awareness about events and programs happening at all the ARCPLS libraries.
- B. Director's Report:
  - Richmond County Interim Administrator will present the budget for FY2024 on October 17<sup>th</sup>. Mr. Mitchell requests the board be there.

- Richmond County has conducted a salary analysis to make county salaries more competitive in today's market. ARCPLS was included. Mr. Mitchell is hopeful.
- Mr. Mitchell met with Richmond County HR last week regarding the IT position. He worked with HR to correct that by changing the title from Library Assistant to Library Associate, thereby increasing the salary scale.
- New books have been arriving, thanks to the budget increase. Wallace and Appleby have received much-needed children's and YA books.
- 2024 Capital Outlay has been submitted via Central Services.
- GPLS has submitted the ARCPLS request for \$900,000.00 (Appleby).
- The second floor at HQs was reopened in September with a new LVT. The lighting was updated as well.
- The Tech Hub is coming along, a new door was installed. Waiting for an electrician to install power poles. Next is painting and installing fixtures.
- The Assistant Director position was reposted, along with Library Associate (IT), as well as Office Assistant in Administration (full-time), and three student assistant positions. HR now recruits our positions.
- Ms. Tisa Jackson (Assistant Director) resigned in September.
- The Second Chance ribbon cutting was on October 3, 2023. The first session occurred on October 4<sup>th</sup> with thirty (30) walk-ins on the first day.
- The library board retreat was a success.
- Jefferson County is interviewing for a new library director.
- Staff day was a success. Jordan Johnson was the keynote speaker. The board and FOAL were on site to answer staff questions. Staff attended three breakout sessions.
- Star War Reads Day is Saturday, October 21<sup>st</sup>. Cooking for Wookiees is Tuesday, October 17<sup>th</sup> at 5:30 pm.

C. Committee

- i. Accounts
- ii. Personnel Committee

D. Friends of the Library Report:

- The FOAL bookshop is open Monday-Thursday and Saturday. The Friday volunteer is no longer available.
- The Fall book sale is November 3<sup>rd</sup>-4<sup>th</sup>.
- FOAL will volunteer on Star War Reads Day.
- Membership count is down due to membership renewals. Membership is between 38-44.
- Star Wars Game Day was a hit. Mr. Garman volunteered.
- The FOAL annual meeting will be in January 2024.
- QR codes are being created for FOAL membership to be posted at all libraries.

## UNFINISHED BUSINESS

- a) Incident Reports: Mr. Mitchell reviewed the incident reports for September 2023.
- b) Board Retreat Recap: See Director's Report
- c) SHBP Update: N/A
- d) Tech Hub Project: see Director's Report
- e) Staff Day Recap: see Director's Report
- f) Update for Jefferson County Library: See Director's Report

## NEW BUSINESS

- a) State Reimbursement for HQ Library Flooring Project: ARCPLS received \$150,000 from GPLS to reimburse Richmond County for flooring projects at HQs. It will be credited back to the ARCPLS account for other projects.
- b) Library Board President Appoints Nominating Committee: Ms. Reeves has asked Ms. Best on the committee. Mr. Porter will coordinate with Ms. Best.

- c) Diamond Lakes Window Replacement Quote: Mr. Mitchell informed the board about the need to replace a cracked window at Diamond Lakes.
- d) EDS Lease Renewal Request at Appleby: The EDS lease of the Appleby property is up for renewal in January 2024. EDS has requested additional Appleby property. The additional property will be used to install a gate. Ms. Mitchell included the request, lease, and map of the area in the board packet. He and the board discussed the details of the request.

The board decided to send a letter to Ms. Carletta McGruder informing her of three unexcused absences.

#### **PUBLIC COMMENT**

None at this time.

#### **ADJOURNMENT**

The meeting was adjourned at 6:20 pm.