

Augusta-Richmond County Public Library System  
Board of Trustees Regular Meeting  
Maxwell Branch Library  
Monday, November 6, 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); Kimberly Brown; Kigwana Cherry; Cher Best (by phone); Tonia Gibbons; Christine Rhodes; Carletta McGruder. Members absent: Anita Rookard (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. Rhodes 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 from the September and October board meetings. Ms. Rhodes seconded. All voted in favor. The motion carried.

## **TREASURER'S REPORT**

Mr. Mitchell reported to following:

- ARCPLS is in good standing with Augusta-Richmond County Commission. As of November 6, 2023, the library balance is \$61,554.46.
- The last payment made on Friday, November 3, 2023 was \$20,858.29 for marshal services, Diamond Lakes utilities, system phones, and the fuel card. ARCPLS is billed quarterly for Diamond Lakes utilities.
- A payment of \$60,213.61 was made on October 30, 2023 for ARCPLS payroll.
- Administration is working with the library's CPA to verify all financials in preparation for the audit.
- Banking statements for October 2023 were included in the board packet.
- Fulltime salaries continue to be the library's biggest expense at \$64,718.45. Part-time salaries are \$9,824.32.
- ARCPLS collected \$4,640.58 in meeting room fees as well as fines in October. The goal for the year is \$20,000.
- Mr. Mitchell attended the Richmond County budget session. The commission is working to provide ARCPLS with the full 2024 budget request of \$300,000, bringing the total budget to \$3,216,100.00. The Richmond County Interim Administrator proposed a \$110 increase to the 2024 library budget. Mr. Mitchell will keep the board updated.
- GPLS approved a budget of \$514,901.00.
- 2024 capital outlay requests for Richmond County Central Services was \$300,000.00 and GPLS was \$900,000.00. The Richmond County request covers the roof replacements at Appleby Library, Maxwell Branch Library, HQs, and Wallace Branch Library. Wallace and Appleby are under warranty so their roofs will be replaced at no fee.

## REPORTS

### A. President's Report:

- Ms. Reeves thanked the board for their attendance at library programs and events and called for their continued support.

### B. Director's Report:

- Beginning on November 26<sup>th</sup>, HQs will decorate for the holidays.
- Once electrical outlets are installed by Richmond County, the Tech Hub will be painted.
- Trane is in the process of converting HQs outside lighting to LED.
- Richmond County Human Resources has posted three library positions: Assistant Library Directory; IT Library Assistant; Office Assistant. Three student assistant positions were posted as well. Mr. Mitchell is reviewing the 120 candidates who applied.
- ARCPLS hired one full time library assistant in circulation at HQs (Anna Wendorf); one student assistant in circulation (Olivia Stocker); one library student assistant at Wallace (Jayla Stallings).
- Ms. Erin Prentiss resigned her position in outreach. Her last day is November 29, 2023.
- The Second Chance project began on October 31, 2023 with 25 participants. The second session was held on November 4, 2023 with 30 participants.
- Ms. Blocker is in Indianapolis, Indiana for the Library Marketing Conference. She received a full reimbursed scholarship from GPLS.
- Jefferson County is interviewing for a new library director. No update
- ARCPLS Staff Day was on October 9, 2023. Mr. Mitchell thanked the library board and FOAL for attending.
- Star War Reads Day was on October 21, 2023 with great attendance. Moving forward, Ms. Curtis will take the lead in place of Ms. Prentiss.

### C. Committees

- i. Accounts: No updates
- ii. Personnel Committee: The nominating committee has not met.

### D. Friends of the Library Report:

- Mr. Garman discussed the November 3<sup>rd</sup> and 4<sup>th</sup> book sale and reported a total of \$1342.50 in profits.
- The Friends annual meeting is Monday, January 29<sup>th</sup>. The guest speaker is author Brian Panowich.
- The next book sale is the first weekend in February 2024.

## UNFINISHED BUSINESS

- a) Incident Reports: Mr. Mitchell noted two (2) incident reports in October. The first involved a female patron who used racial slurs towards library staff, security, and patrons. She has been banned for one year. The marshal's and sheriff's offices have instructed Mr. Mitchell to contact them if she comes into any of the ARCPLS libraries. She will be charged with criminal trespass. The second incident involved someone attempting to break into the back, service door at HQs. The locks will be replaced. Cameras did not pick up any activity.
- b) Board Retreat Recap: Mr. Mitchell thanked the board and let them know a new library board manual is being created by GPLS and will be available soon.
- c) SHBP Update: if the Georgia General Assembly approves the state health increase, ARCPLS will be required to pay the additional amount for all 37 full-time employees, minus the three state-funded positions.
- d) Tech Hub Project: waiting on central services to send the electricians to install outlets.
- e) Staff Day Recap: See Director's Report.
- f) Update for Jefferson County Library: See Director's Report.

## NEW BUSINESS

- a) ARCPLS Proposed Library Budget for 2023: see Treasurer's Report
- b) Library Board President Appoints Nominating Committee: see Committee Reports.

- c) EDS Lease Renewal Request at Appleby: Church of the Good Shepherd (EDS) and ARCPLS entered into a lease agreement in 1985 in which both entities were granted access to one another's parking lots in the event overflow parking was needed. The lease expires on December 31, 2023. Good Shepherd requests a renewal of the lease, with an amendment granting additional access to Appleby's property for the construction of a security wall. The Agreement was included in the board packet.

Mr. Mitchell explained the Appleby deed stipulates the estate be used strictly as a library or community center. By granting Good Shepherd access, ARCPLS is in violation of the deed. Mr. Mitchell's recommendation is to keep the agreement as is. Ms. Gibbons moved to keep the agreement in place, as is. Mr. Cherry seconded. All voted in favor. The motion carried.

- d) Quote for Diamond Lakes Branch Library New Security Cameras: the first quote was \$40,000 but Mr. Mitchell requested the vendor, Driven Security scale it back. The new quote is approximately \$10,000 for each location, Wallace and Diamond Lakes. Mr. Mitchell went on to say the new cameras are imperative for these two (2) locations, as the current ones are not sufficient and present a security risk.
- e) Quote of Wallace Library New Security Cameras: See above.
- f) Proposed FY24 Budget from Augusta Richmond County: See Treasurer's Report.
- g) Vote on ARCPLS Holiday Schedule of 2024: Ms. Brown asked if the staff is required to use personal leave time for the day before Thanksgiving when ARCPLS closes at 3:00 pm. Mr. Mitchell said yes. Ms. Reeves asked why the libraries didn't also close at 3:00 pm during the Christmas holiday. Mr. Mitchell responded that the libraries are closed for Christmas Eve, the day before Christmas. Mr. Porter moved to accept the 2024 Holiday Schedule. Ms. Brown second. All voted in favor. The motion carried.
- h) Vote on the Board Meeting Schedule for 2024: Mr. Porter moved to accept the 2024 board meeting schedule. Ms. Brown seconded. All voted in favor. The motion carried.

Mr. Mitchell is planning a holiday party for ARCPLS staff. He'd like to have it on a Saturday in December, after hours. The board discussed possible dates, finally settling on Saturday, December 9<sup>th</sup> from 6:00 pm – 8:00 pm.

## **PUBLIC COMMENT**

No comment

Mr. Porter moved to adjourn the meeting. All voted in favor. The motion carried. The meeting adjourned at 6:14 pm.