

Augusta-Richmond County Public Library System
Board of Trustees Regular Meeting
Wallace Branch Library
Monday, August 19, 2024
5:30 pm

I. 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 Vice President, Brenda Garman.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES (June 2024 and July 2024)

Ms. Rhodes moved to approve the June 2024 board meeting minutes and the July 2024 minutes with changes. Ms. Best seconded. All voted in favor. The motion carried.

V. TREASURER'S REPORT

Mr. Mitchell referred the board to Line Item #31 (Full Time Salaries) on the Local Treasurer's Report, which totaled \$109,477.18. He also pointed out Line Item #43 (Part Time Wages) which totaled \$8,045.07 for July 2024. Salaries and wages continue to be the library's biggest expense.

VI. REPORTS

- A. President's Report: Mr. Porter thanked library staff for participating in the third annual CSRA Afro-Caribbean Festival on August 10th.
- B. Director's Report:
 - Mr. Mitchell received a phone call from the Appleby Library Trust with a proposal to transfer guardianship of Appleby to the ARCPLS Board of Trustees. Board President, Morris Porter will follow up with a letter. The trust members requested to be kept informed of the upcoming renovations and will participate in the "groundbreaking" once the construction is complete.
 - As of August 26, 2024, the Richmond County Commission voted against the 1% reduction/reinstatement. ARCPLS can reapply. The commission did not vote down individual department applications but against the process which did not follow the initial guidelines. Mr. Mitchell is going to reapply through the Richmond County finance committee and if approved, the application will be passed to the Richmond County Commission for a vote. He is confident ARCPLS will receive the 1% reduction.
 - ARCPLS Tech Hub grand opening occurred on July 22, 2024 with a good turnout.

- ARCPLS is researching meeting room software to streamline the reservation process.
- On July 22, 2024, Mr. Mitchell met with the Studio 3 Design Group regarding changes to the second floor blueprints for Appleby Library.
- Mr. Mitchell met with Richmond County finance department to finalize the reimbursement process with the state for Appleby Library. It is a capital outlay project paid in one lump sum. All documents must be submitted by December 31, 2024 for state review. The process will take three (3) months. ARCPLS has until 2029 to complete the project.
- The ARCPLS Tech Hub is now finished and open to the public by reservation only.
- The bid for reflooring the children's department at HQs has gone out.
- Central services is working on scoping the plumbing issues at HQs (no current plumbing issues).
- The roof at Maxwell Branch Library continues to leak. Mr. Mitchell is working with central services to find a solution.
- The CSRA Community Foundation awarded ARCPLS an \$8000.00 grant for a literacy initiative.
- The Augusta Rotary Club donated \$225.00 for book purchases; the Rivergate Garden Club made a memorial donation of \$55.00; \$13.00 in donations were collected at the July Appleby Garden Series concert.
- ARCPLS is hiring for a student assistant at Diamond Lakes Library and Wallace Branch Library; a student assistant was hired at HQs for the information department; an offer has been made to a candidate that interviewed for the Library Assistant I position for the bookmobile. Mr. Mitchell introduced Ms. Vinesha Brown who was hired as an office assistant in Administration. The Library Assistant III at Maxwell Branch Library has been filled. Youth services is her specialty. The print shop position has been offered to a candidate and Mr. Mitchell is waiting for a response. Both employees filling the PR and marketing position and circulation manager have resigned. The circulation position has been filled internally.
- Upcoming library events: Arts in the Hearth on September 20-22; Star Wars Reads Day on October 5th.

C. Committee Reports: No reports

D. Friends of the Library Report:

- The fall book sale will take place on the first weekend in November 2024.

VII. UNFINISHED BUSINESS

a) Incident Reports

- On July 1, 2024, a library patron was discovered bathing in the men's bathroom. Legal action was initiated which Mr. Mitchell will discuss one-on-one or collectively with the board members.
- On July 23, 2024, a library patron was escorted from the library after exhibiting disruptive and rude behavior towards library staff.
- On July 25, 2024, another disruptive patron who was escorted out of the library for the day.

b) Website Audit

- The ARCPLS IT team is currently reviewing and correcting the library's webpages to make sure they are ADA accessible.

c) Appleby Renovation

- The architect is waiting for the go ahead.
- Mr. Mitchell is applying for a Knox Foundation grant which will add \$200,000.00 to the project.
- Ms. Reeves moved to approve the Studio 3 Design Group architectural plans (\$16,170.00) for Appleby Branch Library renovations. Ms. Best seconded. All voted in favor. The motion carried.

VIII. NEW BUSINESS

- a) Jani King Quote
 - Mr. Mitchell discussed the quote. Jani King will clean daily at HQs; Monday, Wednesday, Friday at Wallace and once a week at Friedman. ARCPLS will cover the cost of materials and supplies. ARCPLS is currently down to one custodian, as others from the temp service were let go for underperforming. The board discussed the quote. The contract can be reevaluated in six months. Ms. Reeves moved to approve the Jani King quote. Ms. Gibbons seconded. The motion carried.
- b) Investment Account
 - Mr. Mitchell plans to detail the library's investment accounts at the September 2024 board meeting. He recommends moving the funds into higher-yielding accounts. The CSRA Community Foundation was discussed but Mr. Mitchell wants to research additional options.
- c) Augusta Day-November Luncheon
 - Mr. Mitchell discussed ideas for a rescheduled Augusta Day. He spoke with legislators who attended the Tech Hub grand opening and they suggested a luncheon. He is planning for the luncheon in November. The event will be open to the public. The board discussed options.
- d) State Health Benefit Plan
 - Mr. Mitchell updated the board on the upcoming state health benefit increase to employers. He will continue informing the board with updates.
- e) Board Retreat-Set date and time
 - Mr. Cherry will send out a Doodle poll to determine the best date, time, and location for the board retreat.
- f) Flooring Project for HQs Children's Department
 - See Director's Report
- g) EMCOR Quote for Maxwell Branch Library
 - Ms. Reeves moved to approve the EMCOR quote for Maxwell HVAC maintenance. Ms. Gibbons seconded. All voted in favor. The motion carried.
- h) Renewal Contract with EMCOR for Friedman
 - Ms. Reeves moved to approve the EMCOR renewal contract for Friedman. Ms. Gibbons seconded. All voted in favor. The motion carried.
- i) Dave & Buster's Partnership
 - Dave & Buster's requests a 2-year partnership with the library that will allow ARCPLS to use the company logo on all library promo for the first year and sponsor a prize for Summer Reading Program during the second year. Dave & Buster's will also provide a prize for those participating in the Richmond County reading initiative through Beanstack.
 - Ms. Reeves moved to approve the partnership with Dave and Buster's. Ms. Rhodes seconded. All voted in favor. The motion carried.

IX. PUBLIC COMMENT

No Comment

X. ADJOURNMENT

The ARCPLS Board of Trustees regular meeting adjourned at 6:26 P. M.

