

Augusta-Richmond County Public Library System

Board of Trustees Regular Meeting

Friedman Branch Library

Monday, September 16, 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 5:52 pm by Board President, Morris Porter.

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA**

Mrs. Garman moved to approve the agenda as written, Mr. Cherry Seconded. All voted in favor. The motion carried.

**IV. APPROVAL OF MINUTES**

Ms. Gibbons moved to approved the August 2024 board meeting minutes as written. Ms. Best seconded. All voted in favor. The motion carried.

**V. TREASURER'S REPORT**

Mr. Mitchell referred the board to the following lines on the Local Treasurer's Report. Line Item #31 (Full time Salaries), totaled to \$101,749.19. Line item #43 (part time wages), totaled \$8,023.24. Line item #46 (library receipts), totaled to \$4,865.00. Line #16 (grounds maintenance), totaled to \$1,905.00. Spending amounts have decreased.

**VI. REPORTS**

- A. President's Report: No report; Comment- An email was sent to Board members in effort to secure details for Board Retreat.
- B. Director's Report:
  - Prime Time grant displayed Augusta Richmond County Public Library System's Children's Department's picture. Slides will appear in September's board report.
  - Appleby blueprints & scopes: After receiving a bill for the quote of the reconstructed blue print (\$13,000.00), Mr. Mitchell spoke to Director of

Construction (GCLS)- \$900,000 also includes the reimbursement of what it costs for the parking lot.

- Augusta Richmond County Finance: Finalized everything; Waiting to go forward with the Commissioner at the end of the year. Voting for outlay will take place as opposed to individual project; Lump sum of money will be approved then disbursed.
  - Flooring Bid: Complete; 2 vendors to select
  - Annual Report for FY24: Closed
  - FY24 is closed out and we waiting on auditor so documents can be submitted.
  - Projects: Maxwell – Interior (dropped ceiling) is now fixed. Roofing issues resolved. Headquarters’ plumbing is actively being resolved. Parking lot may be down for the next couple of months.
  - Jani King: Started this week. Mr. Mitchell gave positive remarks. Also said that Mr. Willie Williams (custodian) would be a great duo with Jani King.
  - Advertising for Hire & Hiring: Diamond Lakes (part time student library assistant)- interviewing; Wallace (part time student library assistant)- interviewing; Headquarters: Book Mobile (library assistant 1)- hired (inner promotion)/ Print Shop- hired/ PR in Marketing- posted (no applicants so far)/ Circulation Manager (Inner promotion)/ Library assistant 1 in Circulation (posted)
  - Upcoming Events: Arts in the Heart (September 20-22); Star Wars Reads (October 5, 2024) at Headquarters Library; Staff Day (October 14)
- C. Committee Reports: Tory Lineberry (President), Gene Smith (Treasurer), Michael Cohen (Secretary), are the New Board Members for YMLA.
- D. Mr. Mitchell confirmed that The Augusta Richmond County Public Library Foundation will be reestablished before 2025.
- E. Friends of the Library Report: Book Sale (November 1-2); Sales during Summer (at Appleby) during the month of August; Mr. Garman introduced the guest author for Star Wars event, Jeffery Brown. He also educated the Board on Mr. Brown’s work as a “creative powerhouse”. Mr. Garman informed Board members that every child will get a book at the Star Wars Reads event; Mr. Garman let everyone know that volunteers will also get a pin.; Artist Alley- a place where local illustrators/ artists will be located, they will also hand out pins and buttons.

**VII. UNFINISHED BUSINESS**

- a) Incident Reports: No incident reports.
- b) Website Audit
  - Currently waiting but Library is ahead. Augusta Richmond County Public Library System is the last to receive free services. Once attorney for OCR gives approval to fix things, needed adjustments will be made, an audit will be run to find potential issues. If no issues are found, library receives stamp of approval.
- c) Board Retreat: Date has been agreed upon (November 16, 2024).

**VIII. NEW BUSINESS**

- a) Unattended Child in the Library Policy
  - Age has been changed to 13 for children unattended in the Library.

- Children under the age of 18 are not allowed to watch/ be responsible for younger children.
- This rule has been created in hopes to relinquish any potential risk.
- A vote was called to approve the changes. Mrs. Garman moved to approve the changes. Ms. Gibbons seconded. All voted in favor. Motion carried.

b) Guns in the Library Policy

- Policy now reflects Georgia gun laws. Ms. Reeve moved to approve the changes. Ms. Best seconded. All voted in favor. The motion carried

c) Select Committee for Director

- Ms. Tonia Gibbons has been selected as Chair with Mrs. Garman as Co-chair.

**IX. PUBLIC COMMENT**

- Ms. Reeves informed the board that only Dasani water can be donated for Arts in the Heart since Coca Cola is sponsoring.

**X. ADJOURNMENT**

The ARCPLS Board of Trustees regular meeting adjourned at 6:42 pm.