

Augusta Richmond County Public Library System

Board of Trustees Regular Meeting

Maxwell Branch Library

Monday, November 18, 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 5:50 pm by Board President, Morris Porter.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

Anna Reeves moved to approve the agenda as written, Tonia Gibbons seconded. All voted in favor. The motion carried.

IV. APPROVAL OF MINUTES

Ms. Gibbons moved to approve the October 2024 board meeting minutes as written. Ms. Reeves seconded. All voted in favor. The motion carried.

V. TREASURER'S REPORT

Mr. Mitchell informed the Board that a check was received as part of the award package for October and November 2024. He proceeded to point out the following: Line 31- \$115,174.13 (Full-Time Salaries), Line 41- \$6,814.63 (Part-Time Salaries). Page 7 displays a typo of \$6,269.87. Line 44- \$2,434.79 (Library Receipts). Mr. Mitchell stated that this amount is lower than normal due to Hurricane Helene. An additional \$267,430 was requested for the FY25 budget. Due to Hurricane Helene, the Augusta Richmond County Administrator requested that all budgets remain flat for 2025. This brings the budget back to \$2,886,940.00 which is where it currently is for FY24. The FY25 Proposed Budget from the Administrator is scheduled to be discussed in the meeting on Tuesday, November 19, 2024. For the Appleby Renovation, the Capital Outlay includes all projects needed for which the purpose of the funds is directed by the Administrator. \$300,000 was administered to the Library for roof repairs. Mr. Mitchell repurposed the remainder of the funds for the flooring project with approval from the administrator.

VI. REPORTS

- A. President's Report: No report. Mr. Porter shared comments from the November 16, 2024 Board Retreat. He shared that he learned a lot while also expressing concern about Library Board

Members' attendance, encouraging more participation to better serve the community. The Board agreed to vote on the 2025 retreat details at the January 2025 board meeting. Mr. Porter also shared ideas about possibly having overnight board retreats in the future. Fox in the Box (Fox Theater Non-Profit arm) & Check it Out Reading Challenge were takeaways from 11/16/24 that caught Mr. Porter's attention as he would like to incorporate this to attract the community to the Library. He also plans to take a road trip to the Hancock Library location to visit their beehive attraction. This will impact the decision on which ARCPLS location could feature a beehive attraction. Dustin Landrum's presentation was also acknowledged as one with a wealth of information at the Board Retreat.

B. Director's Report:

- Appleby Library blueprint and scopes: Paint colors, molding, and blueprints were finalized with Architects for renovations. Moisture barriers will be placed to ensure that there is no mold in the future. The downstairs flooring will look similar to garage flooring, including speckles and grips, while other areas will have carpet. The second floor will be painted. There will be luxury vinyl tile in areas that will allow. Hardwood floors will be polished. The goal was to avoid anything that could potentially cause a change order. Mr. Mitchell answered a question from board member, Kigwana Cherry, acknowledging that the Architectural firm will be the project manager of this project.
- The Flooring Project (HQ- Children's Department): The flooring project has closed out with Merit Flooring. This will be on the agenda for the November 19, 2024 Commission meeting to be approved. If the Commission decides to move forward with this vendor, a start date will then be established.
- Custodial: Mr. Mitchell stated that Jani King is doing an excellent job. Mrs. Garman expressed that there could be room for improvement, particularly in the bathrooms. Mr. Mitchell assured me that he would fill out a survey to point out areas that may need improvement.
- Donations: Every year, the Appleby Foundation donates \$5,000 for maintenance. Mr. Mitchell reached out to inquire about using funds for renovation which they approved. This leaves the Library with 17 donors short of its \$200,000 goal.
- Advertising, HR Hires, Retirements, and Resignations: The Public Relations position has been accepted. Library Assistant 1 for Circulation has been hired. Cathy Joseph (Manager at the Diamond Lakes Branch) has retired. Destiny Washington (Headquarters) has resigned due to relocation. Her last day will be November 29, 2024. Andre Williams (Diamond Lakes) has resigned, her last day is December 6, 2024. Mr. Mitchell acknowledged John Hutcherson as he will begin his journey to becoming a Librarian in the Spring of 2025.
- Upcoming Library Events: Stars Wars Read- December 7, 2024, which happens to be the same day as the Augusta Christmas Parade, and Laney Walker Museum's Brunch with Santa.; Kappa League will host their monthly reading and mentorship event.

C. There are no committee reports at this time. The meeting was handed over to Mr. Garman.

D. Friends of the Library Report:

Shouting in the Fire- An American Epistle's author, Dante Stewart will possibly be a guest at the Friends' Annual Meeting.; Star Wars Read is December 7, 2024. Anna Reeves suggested that Mr. Garman reach out to Augusta University's Honor College to inform them about volunteer

opportunities at the Star Wars Read; Mr. Garman mentioned that “Cookies with Wookies” is a typo on the ARCPLS website, as it should be Cooking with Wookie.

VII. UNFINISHED BUSINESS

- A) Incident Reports- There are no incident reports at this time
- B) Website Audit: changes are waiting to be approved, once approved, Jerome Lopez will make the changes. These changes will then go back to audit for approval and then changes will go live.

VIII. EXECUTIVE SESSION- Closed to the Public

Anna Reeves moved that the Board go into Executive Session. Tonia Gibbons seconded. The Board dismissed the public and went into Executive Session at 6:34 pm. The board welcomed the public and resumed the meeting at 6:59 pm.

IX. NEW BUSINESS

- A) Board Meeting Schedule for 2025
Anna Reeves made a motion to approve the change of location for the Board Meeting in January 2025. Brenda Garman seconded. All voted in favor, and the motion carried.
- B) Vote to select a Law Firm to represent the ARCPLS Board of Trustees
This has been tabled until the January 2025 board meeting.
- C) Library Van
Anna Reeves made a motion to sell the Library van. Tonia Gibbons seconded. All voted in favor, and the motion carried.

X. PUBLIC COMMENTS

- Anita Rookard shared her ideas to frequently incorporate creative Library functions such as jazz concerts, collaborating with Arts in the Heart, Summer Festivals, Art shows, Night-time events, and even collaborating with local colleges, unknown artists, and unknown authors as a way to get the community infiltrated into the Library. Mr. Mitchell added his interest in bringing the “Movies in the Green” concept to the Headquarters’ Library location to showcase movies. Anna Reeves added that it would be a good idea to have food trucks, while Mr. Porter suggested that library cards could be a way of admission to encourage the community to sign up for library cards.

XI. Adjournment

The ARCPLS Board of Trustees regular meeting adjourned at 7:18 pm.