

Augusta Richmond County Public Library System

Board of Trustees Regular Meeting

Diamond Lakes Branch Library

Monday, October 20, 2025

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 5:32 pm by Board Vice President, Brenda Garman.

II. ROLL CALL

Members present: Brenda Garman (Vice President), Tonia Gibbons (Treasurer), Anna Reeves, Christine Rhodes, Marsha Cole. Members Absent: Morris Porter (President) (excused), Cher Best (excused), Anita Rookard (excused), Leadra Collins (excused), Sheila Siler (excused), Kimberly Brown (excused). Ex-officio members present: Emanuel Mitchell (Library Director), Robyn Wittenberg Dudley (Friends of the Library). Ex-officio members absent: Commissioner Francine Scott (excused)

III. APPROVAL OF AGENDA

There was not a full quorum to approve the agenda

IV. APPROVAL OF MINUTES

There was not a full quorum to approve the minutes

V. TREASURER'S REPORT

Mr. Mitchell commented that we've had trouble receiving our checks on time, which affects our billing account.

Mr. Mitchell pulled attention to Line 31 (full time salaries) which is higher than normal since several Full-Time employees resigned this month and cashed out their accrued vacation time. The total for Line 31 is \$130,761.75.

Line 41 (part time salary) \$14,298.08, which is the same as last month

Line 43 (interest collection) \$5,575.37

There were no questions from the board about the treasurer's report or the finance report.

Mr. Mitchell commended the board on their decision to move money to the Community Foundation, allowing the interest in Line 43 to be over \$5000.

VI. REPORTS

A. President's Report: No report

B. Director's Report:

- The Appleby Branch bid is in process and the vendors are asking good questions. There are two more months until the bid closes out and we have three active vendors.
- The vendors asked about the asbestos found in the basement and whether that will be included in this project, or if it should be a different project. Mr. Mitchell is in favor of it being a part of this project.
- They also asked who will remove the books. We have a vendor that will come in to remove them.
- They also asked who will remove the shelves. Mr. Mitchell believes it should be the vendors doing the work, since they will be the ones putting the shelves back up.
- Ms. Garman asked who will be moving the piano.
- Mr. Mitchell responded that the piano should remain where it is, due to its age and fragility, and be wrapped and secured as best as it can be.
- On Friday October 17th, there was an auditor on site all day. They only had two questions at the end of the audit. They requested an updated copy of the general ledger and they requested a spreadsheet of the pre-list of all employees and their deductions. Mr. Mitchell will send him the general ledger copy and a link to access the spreadsheet.
- We should hear from the auditor again sometime after October.
- Mr. Mitchell informed the auditor that, after the audit next year, the Board would like the auditor to present their findings to the Board, preferably virtually.
- Mr. Mitchell presented to the commission in a committee meeting. He showcased how the library is structured and our funding sources.
- The presentation was received well. There was discussion and questions about the funding and staffing.
- Mr. Mitchell created an MOU (memorandum of understanding) between FOAL and the Library to create clear delineations of responsibilities and focus between the two groups. He passed a copy of the MOU around for the Board to read. Mr. Mitchell will present this MOU to FOAL at their meeting next week, which changed from Monday, October 27th, to Tuesday, October 28th.
- Ms. Garman will send the old MoU to Mr. Mitchell.

C. Committee Report:

- There has been no progress on the nominating committee
- There has been no progress on the director's evaluation committee. The committee must report at the November meeting.

D. Friends of the Library Report

- Ms. Wittenberg-Dudley handed out flyers for the upcoming Book Sale on November 7th and 8th.
- Last week 5 Friends attended the Staff Day event
- Hours of the book store are now Thursday-Saturday 10:00 am – 4:00 pm
- FOAL will hold their annual meeting on Monday, February 2nd, 2026. It will be Groundhog's Day themed with featured speaker, Gary Dennis.

VII. UNFINISHED BUSINESS

a) Incident Reports

- a. On October 7th at Diamond Lakes there was a baby crying and the staff was concerned about neglect. There were no visible scars. Before they could call for assistance, the mother and the child left.
- b. On October 15th at Headquarters there was a patron found drinking alcohol on the second floor.
- c. On October 5th at Headquarters a patron made graphic comments to the woman on the circulation desk making her uncomfortable. She informed him that she was uncomfortable. Security stepped in and asked him to leave. The patron and the marshal got into a physical altercation resulting in the arrest of the patron by the police for assaulting a police officer. He has been permanently banned.

b) Website OCR Update

- a. There is still no news as we are still awaiting OCR staffing changes to approve our compliance.

c) Appleby Update

- a. We are in the bidding process.

VIII. NEW BUSINESS

The board was unable to discuss or vote on any new business without a full quorum.

IX. Public Comments

- a) We will need to hold an emergency meeting on Thursday, October 23rd at 4:30 pm at Headquarters to discuss the budget cuts from the commission.
- b) Ms. Garman suggested looking for a different date or time to hold the regular meeting to limit the number of meetings that fail to reach a full quorum.
 - Mr. Mitchell pointed out that in order to change the day of the week, the bylaws will need to be amended.
 - It was pointed out by Mr. Mitchell, that in order to have board members virtually call into the meeting, by law, 50% of the voting members must be physically present.

X. ADJOURNMENT

The ARCPLS Board of Trustees regular meeting adjourned at 5:56 pm.