

Augusta Richmond County Public Library System

Board of Trustees Regular Meeting

Headquarters Library

Monday, February 23rd, 2026

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 5:31 pm by Board President, Morris Porter.

II. ROLL CALL

Members present: Morris Porter (President), Brenda Garman (Vice President), Tonia Gibbons (Treasurer), Anita Rookard, Sheila Siler, Kimberly Brown, Marsha Cole. Members Absent: Leadra Collins (excused), Cher Best (excused), Anna Reeves (excused), Christine Rhodes (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

Mr. Porter entertained a motion to approve the agenda. Ms. Gibbons moved to approve the agenda with the adjustment of removing the SkillZilla presentation. Ms. Brown seconded the motion. The motion to approve the agenda with the adjustment of removing the SkillZilla presentation was passed unanimously.

IV. APPROVAL OF MINUTES

Mr. Porter entertained a motion to approve the minutes as written from the January regular meeting. Ms. Gibbons moved to approve the minutes as written, Ms. Brown seconded the motion. The motion to approve the minutes as written passed unanimously.

V. TREASURER'S REPORT

- Mr. Mitchell mentioned that the monthly disbursement checks were late from January and February. They have since come in and our ending balance is where we want it to be.
- Attention was drawn to Line 31 (Full-Time Employees). We've seen a significant reduction in salary due to a lack of backfilling positions because of the hiring freeze.
- Attention was drawn to Line 41 (Part-Time Employees). Part time hours have been reduced by half. This adjustment will go into effect in March
- Attention was drawn to Line 44 (Library Receipts) of \$5,874.81, putting us on track for \$60,000.00 for FY26.
- Mr. Mitchell pointed out changes in Utilities due to bills not being received on time. We have changed how we receive bills so they can be paid on time.
- There was also an increase in Guard services do to discrepancies in billing times.

- We are reducing Janitorial Costs by returning to a Temp Service for custodial needs.
- Mr. Porter asked if we are continuing to pay for grounds keeping. Mr. Mitchell informed him that we will continue to pay for them until the City's new department is active.
- Our 1099 E-File for our vendors went out early this year and our Tele Communications contract was renewed.

VI. REPORTS

- President's Report: No report
- Director's Report:
 - a) Appleby is in preconstruction and we are anticipating to start the project in 6 weeks. The project should take 9-10 months.
 - i. The contractors who will move the books are on standby
 - ii. Appleby staff will be dispersed to other branches.
 - iii. Ms. Cole asked if the Appleby Music series will be canceled. Mr. Mitchell reported that it will.
 - iv. The Bookmobile will be used to assist with holds placed at Appleby.
 - b) The OCR approved our website audit.
 - i. They have asked for 5 more pages of revisions. We have sent them over.
 - c) Legislation Day is coming up in DC. Mr. Mitchell has been asked to represent the State of Georgia as part of the delegation to request public library funds for FY27.
 - d) There are two contractors working on the broken glass banister on the 3rd floor at HQ. The main concern and delay in fixing the glass is a fear of accruing further damage because the banister is not affixed to the structure of the building.
 - e) Mr. Mitchell spoke with the Deputy Director about restarting the Headquarters Library Roof Project. The roof is due for replacement. It is 15 years old and, therefore, 5 years past the recommended replacement time. The last bid that was made was a little over \$400,000.00. We have a grant from the state for \$231,000.00 and a capital fund for repairs of \$150,000.00. This puts us \$35,000.00 short for a new roof. Mr. Mitchell is working with the commission to make up the missing funds.
 - f) Library Day is March 9th at the state capital. Mr. Mitchell will be attending and he handed out flyers inviting the Board to join him.
- Committee Report:
 - a) Ms. Rookard, on behalf of the nominating committee, nominated Ms. Tonia Gibbons for Board President, Ms. Leadra Collins as Board Vice-President, and Ms. Christine Rhodes as Board Treasurer.
 - b) Ms. Gibbons accepted, Ms. Rhodes, as a member of the committee, already accepted, and Ms. Collins will be contacted by Ms. Rookard to confirm her acceptance or denial.
 - c) A vote will be held next month to confirm the new officers.

- Friends of the Library Report:
 - a) FOAL had a successful, well attended, annual meeting. Guest speaker, Gary Dennis, spoke on the importance of literacy with youth programs, had a Jessye Norman School display, and showed an informative video.
 - b) FOAL Volunteer of the Year is Emily Dick
 - c) Next FOAL Book Sale is May 1 and May 2 at the Headquarters Library.
 - d) FOAL bookstore is open Thursday-Saturday 12:00pm-4:00pm

VII. UNFINISHED BUSINESS

- Incident Reports
 - a) The incident report in the packet involved an ill patron who requested Library Staff to dial 911 on their behalf. This happened at HQ
- Website OCR Update
 - a) OCR Update was discussed in the Director's Report.
- Appleby Update
 - a) Appleby Update was discussed in the Director's Report.
- Diamond Lakes Update
 - a) There are no updates at this time

VIII. NEW BUSINESS

- Election of Officials
 - a) Elections will happen in March
- Patron Donation
 - a) A patron donated to the library and a motion must be passed to accept the donation.
 - b) Ms. Gibbons made a motion to accept the donation. Ms. Siler seconded the motion. The motion to accept the donation passed unanimously.

IX. Public Comments

- The Library will host a Birthday Celebration for Dr. Seuss on March 7th in the children's wing.
- Read Across America is next week.
- Ms. Rookard brought up a fundraising opportunity with two local Jazz groups who are willing to perform at HQ over the summer
- The 5th annual Black History Speech Competition is February 28th at Broadway Baptist Church from 2:00pm-5:00pm

- There is a District 2 Community Breakfast on February 28th from 8:30am-10:00am. The library will have a table there.

X. ADJOURNMENT

The ARCPLS Board of Trustees regular meeting adjourned at 6:12 pm.