

Augusta Richmond County Public Library System

Board of Trustees Regular Meeting

Headquarters Library

Monday, March 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 5:40 pm by Board Vice President, Brenda Garman.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

Ms. Garman entertained a motion to approve the agenda. Ms. Reeves moved to approve the agenda as written. Ms. Gibbons seconded the motion. The motion to approve the agenda as written was passed unanimously.

IV. APPROVAL OF MINUTES

Ms. Garman entertained a motion to approve the minutes as written from the February regular meeting. Ms. Reeves moved to approve the minutes as written. Ms. Gibbons seconded the motion. The motion to approve the minutes as written passed unanimously.

V. TREASURER'S REPORT

- Our new Fiscal Officer, Ms. Melissa Hinkle, began attending the Board meeting this month to deliver the Treasurer's Report.
- Ms. Hinkle drew attention to Line 31 (full time salaries). This is an estimated amount as the county has been delayed in sending their summary over.
- Attention was then drawn to Part-time wages. There is a decrease due to our cut in library hours.
- Attention was drawn to Library Receipts, which is listed at \$5740.79. This is part of a consistent trend of what we are receiving on fines, meeting rooms, and fees.
- Attention was brought to Line 16 (Ground Maintenance). There was no invoice sent in January, which is why there is such a large discrepancy. Ms. Hinkle is working with the vendor to insure invoices are sent on time so we can see spending peaks and valleys in real time.

- Attention was drawn to our Guard Services. We are billed from Richmond County quarterly for guard services. This quarter we were billed for Q2 of 2025 as well as Q4.
- Ms. Hinkle then looked at Line 25 (Other Purchased service) to point out the decrease. Ms. Hinkle has taken over many duties the CPA was performing, saving \$7000.
- Ms. Hinkle opened up the floor for questions.
- Ms. Garman noted that many payments have moved over to electronic payment, limiting the number of paper checks that need to be signed.

VI. REPORTS

- President's Report: No report
- Director's Report:
 - a) Appleby is moving along well. There was a small change order of \$3,000 by 3 Design Studios, the managers of the construction project. Their original quote from 2022 was \$8,000. It has now increased to \$11,000. Mr. Mitchell would like to use funds from the Community Foundation to pay the difference, and will petition the Board to do so when it is time to pay the invoice
 - i. The Appleby Branch Manager is continuing preparations for the collection to be moved to Headquarters. This move should happen soon. We've had a mover come out to give a quote and we should hear back from them in the next couple of days.
 - b) OCR is still reviewing our proposed changes for our website. Once they approve our changes, we will be able to update the website. Once we've made the changes, the OCR will close the claim.
 - c) Legislation day went very well in DC. There was not an opportunity to meet with the Congressional Representatives and Senators, but they did meet with their Chief of Staffs.
 - i. This Legislative Day is prioritized once a year to get full funding for a grant through the Institute of Museums and Libraries. The State of GA receives \$290,000,000. Of that, \$5,191,092 is divided amongst 60 Library Systems in the State of Georgia. That money goes to the Courier, Galileo, Summer Reading, and the PINES System.
 - d) We've had a second vendor come out and look at the broken glass on the third floor that shattered due to construction. The matter has been passed onto Central Services. The delay in repairs is due to an abundance of caution in regards to maintaining the structural integrity of the rest of the railing while replacing the broken glass panel.
 - e) Mr. Mitchell spoke with the Deputy Director for Central Services and we are working on reactivating the Headquarters Roof Project. Last year the quote came in a little over \$400,000. We are currently \$35,000 short. Last week \$21,000 was recouped from TSPLOST funds that were not used on Library Projects.

- i. It is important to replace the roof as soon as possible. It is a 10 year rubber roof, and the building is 16 years old.
 - ii. Mr. Mitchell budgeted \$150,000 as part of the Capital Fund from the county that rolled over as well as a grant for \$231,000 from the state. We recently learned that we have until 2029 to spend the grant money.
- f) We received a draft copy of the Library 2025 Audit. The draft included some questions that we responded to in order to make the appropriate corrections.
- g) We've begun working with a new temp custodian service for our janitorial needs and reduced hours from Jani King.
- h) Mr. Mitchell and Ms. Mason met with Dave and Busters and secured their location for the Summer Reading Program Kick-Off for the next three years in the front parking lot. Pepsi will, once again, donate 2 pallets of drinks. Summer Reading Kick-Off is June 6th.
- i) Dr. Seuss's Birthday Celebration went well
- j) There was a surprise visit from the Fire Marshal after a patron reported concerns with the roped off staircase in the event of an emergency. Mr. Mitchell assured the Marshal that there is available egress in case of an emergency, and in the event of a fire, the main staircase is blocked off anyway with a fire wall. Once he was given all the information, the Marshal was ok with the cautioned off stairs.
 - i. There is a structural engineer from JLH coming this week to look at the railing.
 - ii. Ms. Reeves requested that Mr. Mitchell restart the building tours for the newer board members.
 - iii. Commissioner Scott asked if there could be a different material used to replace the glass.
- k) There was a meeting held earlier this year in regards to the billing of Diamond Lakes and the fact that there was never a valid contract between ARCPLS and the County. The contract was with the ECGLS. At that meeting, the attorney was adamant that if ARCPLS ceased to make quarterly payments, Parks and Rec would suffer from a lack of funds. It was discovered that Parks and Rec did not know that they were receiving payments from ARCPLS.
 - i. Last week, we received a bill and Mr. Michell forwarded it to the Library attorney. It was later learned that the bill was actually from 2025, and one ARCPLS had already paid.
 - ii. Ms. Garman asked to clarify if we were being billed in 2026. Mr. Michell assured her that we are not.
- l) We received \$1500 from SRP for Summer Reading, Rise Augusta donated new books to all participants of summer reading, and Lanier's Meat donated 200 hotdogs, which we will provide to Dave and Busters for them to cook.

- Committee Report: No report
- Friends of the Library Report:

- a) Ms. Garman reported, on behalf of Ms. Wittenberg-Dudley, that the Spring Book Sale is scheduled the first weekend in May. The hours will be shorter due to shorter Library hours.

VII. UNFINISHED BUSINESS

- Incident Reports
 - a) On February 14th, a patron reported to a staff member that he was feeling suicidal. Staff called 911 and relied on the training they were given from the VA on how to handle patrons who want to commit suicide.
 - b) On February 24th, a patron felt light headed and 911 was called.
 - c) On February 25th, a patron felt homicidal. She was removed from the library from the sheriff's department. They were not called, they were making standard rounds when the incident occurred.
 - d) On March 7th, a patron fell walking to their car at Maxwell Branch. The location was outside of view of the cameras, but the patron stated that she did not trip or slip on anything, she just fell. No one saw her fall, and she laid on the ground for 30 minutes before she was assisted to her car. An ambulance was called and she was taken to the hospital. Staff members attempted to follow up on her condition but have not gotten a response. This incident was turned over to Risk Management for follow up.

- 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) The Diamond Lakes Update was discussed in the Director's Report.

VIII. NEW BUSINESS

- Election of Officials
 - a) Ms. Gibbons made a motion to go into closed session to discuss the election of new officers. Ms. Reeves seconded the motion and the Board went into closed session at 6:02.
 - b) The public was welcomed back in at 6:14.
 - c) Ms. Reeves made a motion to reappoint the current officers, Mr. Porter, Ms. Garman, and Ms. Gibbons, for one more year due to potential shifts in Board Members with the upcoming Commission elections. Ms. Rhodes and Ms. Siler seconded the motion. The motion to reappoint the current officers, Mr. Porter, Ms. Garman, and Ms. Gibbons, for one more year due to potential shifts in Board Members with the upcoming Commission elections passed unanimously.

IX. Public Comments

- There were no public comments

X. ADJOURNMENT

The ARCPLS Board of Trustees regular meeting adjourned at 6:16 pm.