Augusta Richmond County Public Library System

Board of Trustees Regular Meeting

Headquarters Library

Monday, June 15th, 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 5:38 pm by Board President, Morris Porter.

II. ROLL CALL

Members present: Morris Porter (President), Brenda Garman (Vice President), Tonia Gibbons (Treasurer), Cher Best, Anita Rookard, Marsha Cole, Anna Reeves, Christine Rhodes. Members Absent: Kimberly Brown (excused), Leadra Collins (excused), Sheila Siler (excused). Ex-officio members present: Emanuel Mitchell (Library Director), Dennis Garman (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. Reeves moved to approve the agenda with the alteration of changing item four to approving the minutes from May, instead of June. Ms. Gibbons seconded the motion. The motion to approve the agenda with the alteration of changing item four to approving the minutes from May, instead of June passed unanimously.

IV. APPROVAL OF MINUTES

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

V. TREASURER'S REPORT

- Ms. Hinkle pointed out that we are still awaiting the Richmond County Payroll Billing Detail Report from the Finance department. The last report we received was in January. Ms. Hinkle has been estimating the amount we pay in payroll each month on the pre list supplied from ADP, but without the Report from the County, these are only estimations.
- Ms. Hinkle requested the disbursement check from the county early, since this Friday is a holiday and the library will be closed.
- Ms. Hinkle reported on increases on the following lines:
  a) Line 25 Other Purchased Services: Moving the Appleby Collection to Headquarters
  b) Line 30 Repairs and Maintenance (Equipment): Repairs on the HVAC System at Maxwell and Continuing Painting at Headquarters

c) Line 35 Teachers Retirement System: Fixed a clerical error that had removed one of our employees from the program

VI. REPORTS

- President's Report: No report
- Director's Report:

a) The Appleby Branch Renovation is going along at a steady pace. The final lawn maintenance will take place on Monday, June 22nd

i. The Augusta Historical Preservation Commission approved us to move forward with our renovations

ii. There was a question of compliance at Appleby in regards to a sprinkler system. The building is 200 years old, but has no sprinkler system. A building of that age can still be in compliance based on the number of fire extinguishers available. A building of that size would require 6 fire extinguishers onsite, we currently have 10.

b) Funding has been obtained for our new roof at Headquarters through an Emergency Contract. When we receive heavy rains, the roof leaks through the second floor via a light fixture, and onto the computers, which could cause an electrical fire.

c) We've heard back from the Office of Civil Rights about our website and compliance. They've received everything they need from us and we are simply awaiting the attorney to sign off on it.

d) Summer Reading Kick-Off was a success.

e) Painting is ongoing at Headquarters and we are looking at new furniture for the Children's Wing, as well as new furniture in the Board Room

f) There was a community recognition event for Mr. Lanier and his continued support of the Library System

g) We are reaching the end of Fiscal Year 2026. The Library works off of the State's fiscal year which runs from July 1-June 30, whereas the county works off a calendar fiscal year of Jan 1-Dec 31.

i. The county is running a budget priorities survey and the library is listed as a department that can be selected as a priority for the 2027 budget.

ii. Ms. Garman asked if there was any remaining budget from State Funds. Mr Mitchell responded that Russel and Jennie are working on finishing up the funds before the end of the fiscal year.

h) We are interviewing a potential accounting intern who will be able to assist and learn from our upcoming audit process.

i) The hiring freeze lifts on July 1.

j) There is a new State Librarian, Ms. Angela Stanley. She will take over the position on July 1.

k) Mr. Mitchell met with HR to discuss the 3PM HR Manual and we will begin working on an approx. 30 page addendum to the manual addressing library specific policies. The plan is to have this manual before the Board by August.
l) JLA should begin work on the staircase within the next 60-90 days. They are still researching the construction and installation of the stairs. There is a high chance the entire staircase will need to be disassembled and reassembled.
m) Kristina Armstrong and Mr. Mitchell were on Morning Mix promoting the Seed Library.
n) Our Outreach Manager has been relieved of duty while within their probation period. The Assistant Library Director will fill in the position until July 1 when we can begin advertising the position. If possible, we would like to promote from within to fill that space.
o) Appleby Residents are enjoying utilizing Friedman Library while Appleby remains under renovations
p) We are looking at a concert mini-series at Headquarters, one a month through September. We are basing it off of Tiny Desk Concert. We are still looking at Books and Beats, but we are struggling to connect with artists.

- Committee Report: No report

- Friends of the Library Report:
  a) Mr. Garman reported that the bookshop continues to have the same operating hours.
  b) He also reported that Appleby patrons are visiting the downtown bookshop while Appleby is closed for renovations.
  c) Friends continue to clean out the second-floor storage as they prepare for the Rise Augusta donation.
  d) The next Booksale is in November.

VII. UNFINISHED BUSINESS

- Incident Reports
  a) There was a patron caught drinking beer at Headquarters. They were asked to leave for the day
  b) On May 21st, a patron threatened a staff member at Diamond Lakes. The police were called.
  c) On May 29th, a fight broke out between two patrons at Headquarters, leading to a broken leg. There was a subpoena for library footage, which was turned over to the investigators and it was explained that a subpoena or court order is required for us to turn over surveillance footage, as patron privacy in the library is protected under the First Amendment. The aggressor patron has been banned for a year. In order to enact a life long ban, the Board would need to vote on it.

- Website OCR Update

a) Please see the Director's Report

- Appleby Update
  a) Please see the Director's Report

- Diamond Lakes Update
  a) There is no update on the Diamond Lakes Agreement. The Lawyers met in February, and we are still waiting to hear back from the Counties Attorney.

- Headquarters Staircase Update
  a) Please see the Director's Report.

- Headquarters Roof Update
  a) Please see the Director's Report

VIII. NEW BUSINESS

- Vote to Approve FY 2027 Budget
  a) The budget will likely need to be revisited once the commission passes their budget. The budget the board votes on today is the budget that is sent to the city as part of our budget packet.
    i. Ms. Gibbons made a motion to approve the proposed budget for FY27 as stated in the packet. Ms. Rookard seconded the motion. The motion to approve the proposed budget for FY27 as stated in the packet passed unanimously

- Vote to Approve EMCOR Service Contracts for Headquarters and Maxwell
  a) Ms. Reeves made a motion to approve the EMCOR Service Contracts for both Headquarters and Maxwell. Ms. Rhodes seconded the motion. The motion to approve the EMCOR Service Contracts for both Headquarters and Maxwell passed unanimously.

- Board Retreat 2026
  a) Through a Roll Call Vote the Board agreed on Saturday, October 3rd 2026 for the annual Board Retreat
    i. Mr. Porter, Ms. Garman, Ms. Gibbons, Ms. Best, Ms. Rookard, Ms. Cole, Ms. Reeves, and Ms. Rhodes voted yes.
    ii. Ms. Collins, Ms. Siler, and Ms. Brown were absent from the vote.

IX. Public Comments

- We are in the process of replacing our Ice Machine in the caterer's kitchen.
  a) There was a complaint from a group that rented the space over the weekend because the ice machine was not working and the group was not informed. They also reported the room as too warm and they believe this led to a member

of their party having a seizure. Mr. Mitchell pulled the room temperature records from the time of the incident and the room was 71 degrees.

b) Mr. Mitchell reminded the Board that they have the ability to set the prices for the meeting room and can add additional categories that exclude use of the caterer's kitchen.

c) Ms. Best asked about potential liability on the library. The meeting room policy states that "The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library" and while there is no waiver that is signed when groups arrive, they must check a box stating they have read and will follow the meeting room policy

- We are working on a book donation project with the Divine 9. We are anticipating 300 books written by and about the Divine 9 and their members. We will be displaying them in the administrative wing and there will be a ribbon ceremony.
- Mr. Porter reminded the board that the run-off election is this week and encouraged the board to vote, if they have not already.
- Ms. Reeves asked Mr. Mitchell to reach out to the Rotary Club as they are looking for male roll models.
- Mr. Garman asked how often the meeting room tables get replaced. Mr. Mitchell informed him that we replace them as they become damaged. We currently have 28 rectangle tables and 17 round tables.

X. ADJOURNMENT

The ARCPLS Board of Trustees regular meeting adjourned at 6:43 pm.