Augusta Richmond County Public Library System

Board of Trustees Regular Meeting

Headquarters Library

Monday, May 18th, 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 Vice President, Brenda Garman.

II. ROLL CALL

Members present: Morris Porter (President), Brenda Garman (Vice President), Tonia Gibbons (Treasurer), Leadra Collins, Marsha Cole, Anna Reeves. Members Absent: Cher Best (excused), Anita Rookard (excused), Sheila Siler (excused), Kimberly Brown (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. Reeves moved to approve the agenda with the alteration of addressing New Business first. Ms. Garman seconded the motion. The motion to approve the agenda with the alteration of addressing New Business first was passed unanimously.

IV. APPROVAL OF MINUTES

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

V. TREASURER'S REPORT

- Ms. Hinkle reported on the increases of several lines including:
    a) Line 18 (HVAC Maintenance Contract) due to repair needs at Maxwell
    b) Line 25 (Other Purchased Services) due to several payments made for FY25 that still needed to be closed out
    c) Line 28 (Programming) due to preparations for Summer Reading
    d) Line 29 (Repairs and Maintenance (building)) due to active painting of Headquarters, as well as new furniture in the third-floor reception area
    e) Line 33 (Supplies (building)) due to active painting of Headquarters, as well as new furniture in the third-floor reception area
    f) Line 38 (Training) due to additional CE training for Assistant Library Director, Liz Mason, and Outreach Librarian Manager, Jackie Wertan.
- Ms. Hinkle then pointed out that we are still awaiting paperwork from Richmond County for April.

VI. REPORTS

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

    a) The Director's Report was forgone as all information in the Report is covered in Unfinished Business and New Business.

- Committee Report: No report
- Friends of the Library Report:
    a) Ms. Wittenberg-Dudley reported on a successful Book Sale at Headquarters in early May, as well as plans for the Fall Book Sale in November, which has already been scheduled for the 6th and 7th
    b) The Friends Benefit GreenJackets baseball game is Saturday, May 23rd
    c) The Book store continues to be open and staffed with volunteers
    d) Summer Reading is starting soon and the Friends are on call to assist with the Kick-Off party at Dave and Busters
    e) Sign Language classes are being held at the Wallace Branch starting in June

VII. UNFINISHED BUSINESS

- Incident Reports
    a) On April 3rd, a patron asked to speak to Mr. Mitchell about their treatment by library staff. Mr. Mitchell was unavailable, but the patron was given his business card. The patron never returned.
    b) On April 20th, a patron informed Mr. Mitchell that they were the victim of a hit-and-run and needed medical assistance. An ambulance was called and the patron was assisted by paramedics.
    c) On April 22nd, a patron at Maxwell, with a prior history of being disruptive, was asked to leave after violating the Patron Behavior Policy. The patron stated that they needed medical assistance. An ambulance was called, the patron was treated on site. When the patron was released from the ambulance, they were informed that they were not allowed back into the library that day.
        i. Mr. Mitchell addressed a desire to have Counselors who can assist with mental health situations on site at least three times a week.
        ii. Ms. Wittenberg-Dudley mentioned the Serenity Behavioral Health Mobile Clinic. Mr. Mitchell requested information on it.
        iii. Ms. Wittenberg-Dudley also asked if the library was part of the Homeless Task Force. Mr. Mitchell responded that he as tried to become a part of it, but has not received a response.

iv. Ms. Reeves mentioned staff training through Resilient Communities, and Mr. Mitchell requested more information and the potential to have full staff training on Staff Day. He also mentioned the plan to have all staff go through suicide prevention training through the VA.

d) On April 29th, a patron came up to see Mr. Mitchell, and claimed shortness of breath. They stated they did not need medical assistance and shortly left.
e) On May 8th, a patron tripped and fell as they were leaving Diamond Lakes.
f) On May 5th, a patron entered the bathroom and remained there a prolonged period of time. A minor saw the unlocked restroom and walked in. The patron verbally assaulted the minor. Non-emergency dispatch was called and the patron was informed they could not return to the library for the day.

- Website OCR Update
    a) There are a few more changes that need to be made to our website to be ADA compliant, including fixing the Meeting Room Policy PDF to be more Auto-Reader Friendly.
    b) Ben and Jerome are working on a new website, including all ADA compliance changes. Once it's built, it will be rolled out to the Board, then the Staff, then the public.

- Appleby Update
    a) Books are being moved this week. The library will remain open for a few days after the books are moved for previous holds and to return materials.
    b) Renovations should start by the end of the month. Mr. Mitchell will go before the Historical Preservation Commission on May 28th. The project was approved 6 years ago, but the approval expired after six months and must be re-approved.

- 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) Ms. Garman pointed out that the Fire Department Inspection has the wrong contact name and email address for the Library Director. This will be followed up by Ms. Capps this week.

- Headquarters Roof Update
    a) We are still waiting for funding from the Commission.

VIII. NEW BUSINESS

- 2025 Audit
    a) The audit is complete and was sent out to the Board. There were no findings for the 4th year in a row

b) Once the Board reviews the audit, it then goes to the county to be reviewed and sent to the Commissioners.

- FY 2027 Proposed Budget
  a) The proposed budget remains flat for 2027 based off a lack a certainty on the actions of the Commission, who make up 80% of the budget.
  b) The budget usually goes through two rounds of revisions before it is finalized.

- Vote to Approve Blower Motor Repair
  a) The blower motor for Maxwell needs to be replaced. The quote is $6,933.32.
  b) Ms. Reeves made a motion to accept the quote of $6933.32 to repair the blower motor at Maxwell. Ms. Garman Seconded the motion. The motion to accept the quote of $6933.32 to repair the blower motor at Maxwell passed unanimously.

- Vote to Approve FOAL Donation
  a) Friends of the Library made a donation to support the Summer Reading Program
  b) Ms. Reeves made a motion to accept the donation from Friends of the Library. Ms. Gibbons seconded the motion. The motion to accept the donation from the Friends of the Library passed unanimously.

- Vote to Approve ETG Quote
  a) This quote is for moving the books from Appleby to Headquarters for $13,845.00
  b) Ms. Reeves made a motion to approve the ETG quote to move the books. Ms. Gibbons and Ms. Garman seconded the motion. The motion to approve the ETG quote to move the books passed unanimously.

- Vote to Approve State Reimbursement
  a) ARCPLS has three employees that receive a one time salary supplement provided by the state, the Director, the Assistant Director, and Tech Services.
  b) Ms. Reeves made a motion to approve the one-time salary supplement for the three state-reimbursed positions. Ms. Gibbons seconded the motion. The motion to approve the one-time salary supplement for the three state-reimbursed positions passed unanimously.

- Vote to approve JLA Fee Agreement
  a) This is a quote from the Structural Engineers to begin investigating the repairs on the staircase on the third floor of Headquarters. The stairs were originally installed incorrectly. Over time the pressure built on the stairs, causing one of the glass panels to explode. The staircase is 16 years old, and the warranty for the installation only lasted 1 year.
  b) Ms. Reeves made a motion to accept the JLA Fee Agreement for $9,500.00 for the stairs to be repaired. Ms. Gibbons seconded the motion. The motion to

accept the JLA Fee Agreement for $9,500.00 for the stairs to be repaired passed unanimously.

- Vote to approve Fidelity Donation
    a) A patron made a donation in a Fidelity Investment account. The Board has the ability to approve fund allocations of the account.
    b) Ms. Reeves made a motion to accept the Fidelity Donation. Ms. Collins and Ms. Gibbons seconded the motion. The motion to accept the Fidelity Donation passed unanimously.

IX. Public Comments

- Ms. Gibbons read out a thank you card from Mrs. Mitchell to the Board.

X. ADJOURNMENT

The ARCPLS Board of Trustees regular meeting adjourned at 6:20 pm.