

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**Minutes, January 12, 2021 Meeting**  
**Athens-Clarke County Library Board Room**

Chair Russell called the meeting to order at 4:02 pm. Trustees in attendance are Ms. Bogue, Ms. Clark, Ms. Cox, Ms. Cullen, Ms. Darnell, Ms. Hall, Ms. Hunt, Ms. Kaplan, Mr. Jordan, Ms. Mize, Ms. Ritter, Chair Russell, Mr. Timmons, and Mr. Woods. Absent was Ms. Boydston, and Mr. Vernotico. Staff members present were Ms. Bell, Ms. Eades, Ms. Fike, Ms. Green, Ms. Mead, Ms. Plaksin, Ms. Schumman, Ms. Shull and Ms. Moncrief.

**Announcements:** None

**Public Comment:** None

**Approval of Minutes:**

- The Draft Minutes from the October 13, 2020 regular meeting were unanimously approved.

**Approval of Agenda:**

- The Agenda was then adopted and unanimously approved. (Motioned by Ms. Bofue, Seconded by Ms. Ritter)

**Financial Report:**

- FY2021 – Q2, unanimously approved. (Motioned by Ms. Cullen, Seconded by Ms. Hunt)

**Committee Reports:**

**Endowment**

- Mr. David Baker, consultant of Giving Design gave a short presentation about changes to the Athens-Clarke County Library Endowment. We have been working to create a more active and productive roll for the Endowment Fund. There was an enormous amount of activity when it was created but has since taken a backseat to other projects. With the changes I will go over, we will begin to move the Endowment Fund to a leading fundraising organization to promote the Athens-Clarke County Library. The name will be changed from The Athens-Clarke County Endowment Fund, Inc. to Athens-Clarke County Foundation, Inc. The changes will allow Non-Endowed and Endowment funds to be raised to be used for the focus of the original endowment of Early Childhood Education, Welcoming and Engaging Services, Tech and Collaboration, Community Enrichment, and Lifelong Learning. The change will allow restricted and unrestricted funds to be used to broaden the foundation's purpose. Two other items have been added for your protection:

1. The Athens-Clarke County Library System is the sole member. This will only allow funds to be used for the Library and its purpose in the future.
2. You will appoint one Designated Board member from the Athens-Clarke County Board of Trustees along with the Executive Director to be Board Members of the Endowment Foundation to protect the interests of the library and to ensure proper allocation of funds has been completed.

We will be looking to have a Board of 9 -12 people who can help with fundraising and promotion of the library. There are two Action Items we need to discuss in order to move forward. Acceptance of a general member to the Foundation from the Board of Trustees and to appoint that member.

- Motion to accept that a member of the Board of Trustees will be appointed to the Athens-Clarke County Foundation, Inc by Ms. Bogue, Seconded by Ms. Cullen, Unanimously approved.
- Motion to appoint Designated Member Svea Bogue of the Athens-Clarke County Board of Trustees to the Board of the Athens-Clarke County Foundation, Inc. by Mr. Timmons, Seconded by Ms. Clark. Unanimously approved.
- Director Valerie Bell will automatically serve as an additional member of the Athens-Clarke County Foundation, Inc. Board.

### **Friends of the Library**

- Ms. Russell reported the Friends had another virtual book sale and approximately 85 boxes of books were sold which raised around \$2,000. They are starting to look for alternative fundraising ideas. Since there are no book sales they have continued to stop donations.
- The Friends are considering donating books to prisons in order to put the books on hand to good use.

### **Winterville –**

- Ms. Mize reported that the Winterville advisory board's chair, Scott Oliver will be stepping down and a new chair will be appointed in April 2021. The Board is continuing its search for more board members throughout the community. Please spread the word.
- The branch book club has been meeting via email chats rather than zoom due to the problems with the internet in the area.
- The branch has been receiving about 10 patrons a day. The staff has been terrific through this pandemic.
- I will be serving as the Winterville representative for another year.

### **Director's Report:**

#### **News and Updates from the State**

- Through an IMLS CARES Grant, the Georgia Public Library Service will reimburse ARLS an additional \$3,745 for Personal Protective Equipment. Before the end of last fiscal year (June 2020) GPLS through a grant reimbursed ARLS a little over \$6,000. This new and additional funding is good news since the ARLS restricted account for COVID PPE was down to \$608.61. The ACCL restricted account for PPE is currently holding at \$3,528.03.

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- Julie Walker, State Librarian, informed us that all library staff could register for COVID vaccine as “essential workers”. This information was shared with all staff. It is not mandatory though and was sent as informational. I suggested staff speak with their personal physician to see what the best course of action would be for them.
- **Covid Updates:** We continue to work under COVID restrictions for limited hours and limited in library use. Both Curbside and Grab and Go services have a steady flow of users and our patrons are appreciative. After School hours for the Teen section have not increased dramatically. However, Jen Schumann, our new Teen Specialist has increased the number of virtual programs. Please do read her section of this report for more information.
- The rather expensive ventilation upgrade is underway. I do not have an estimated time for completion, but I am hopeful it will be soon. I do not expect to increase library operating hours until the upgraded ventilation system is in place and functioning – perhaps by February.
- Nate Rall, Construction and Facilities Director for GPLS has agreed to a 90% reimbursement for the system, so we will only have to dip into SPLOST for about \$6,700. Our system is so expensive due to the size of headquarters. Winterville City paid for their upgrade and they have already been reimbursed 90% of their investment. Pinewoods is scheduled for an upgrade as well and at 90% that should be approximately \$270. I would like to use our COVID Restricted account funds to pay. *(Action Item)*

### **Budget:**

- The proposed budget for fiscal year 2022 is attached. It has been reviewed by the finance committee. The only increase we requested for this year is a salary increase for staff and the mandated TRS increase. *(Action Item)*

### **ACCL Updates**

- I spoke with Keith Saunders about our SPLOST funding. We currently have \$750,000 total from all categories. This is not counting the HVAC upgrade. I am being deliberately cautious with these funds since we do not know when revenues for the new SPLOST will be collected.
- Greg Deal, our Information Technology Manager, has completed our E-rate and Lib-tech requests. We are being audited this year for the first time. We will inform you of the results.
- Greg and his team are also working on the print management system (this was saved as restricted funds in FY19 & FY20) for a total of \$25,000. We do not expect to use the entire amount. Progress on the new print management system should start (and hopefully conclude) before the next quarterly report. This is a very nice system which will accept credit cards and offer mobile printing and print on demand. So, a patron using their device will be able to send their document to our

print station. Even patrons working from home will be able to send their documents to our print station to be picked up at their convenience. This is great news especially while we are still offering curbside document delivery.

- The new Library Van makeover is finally complete. If you will recall, a new van was approved for ARLS in FY 2018 with signal boosted wireless approved in 2020. The van has been purchased, it has been graphically wrapped, and just recently we had the broadband wireless signal and solar panels installed. The plan is to use the van to travel around the region to locations that do not have broadband access. That is still being worked out. In the meantime, we have registered for the MLK Day Parade as our first real public outing for the Van. Many thanks to Sue Plaksin, Greg Deal and Rhiannon Eades for making all this happen.
- Looking through the COVID pandemic to better times, the Digital Media Lab will be getting an upgrade/expansion. We received county approval to combine the Digital media Center and the Computer Training Lab through a doorway. The DMC will have all the same technology equipment and the computer training lab will receive new furniture that is movable. It is our plan that we will be able to offer more technology programs through this change. The Endowment/Foundation has generously offered to pay for the new furniture, and we have MRR funding at 50% for the construction work. The total estimated cost for construction is \$13,000 so that will be \$6,500 from our SPLOST account.
- Continuing to look through the pandemic to the other side, board member and audiologist Holly Kaplan arranged for us to visit the Temple to see the hearing loop system that they installed. It was a very productive meeting, and we thank her for her expertise in this matter. With contingencies, we expect the audio loop to cost approximately \$13,000 for the Appleton Auditorium. I have arranged a 50% split with GPLS MRR funds, so the cost to us would be about \$6,500. Again, the Library Endowment/Foundation has agreed to absorbing this expenditure so we will not have to use SPLOST funds. We will be getting the RFID loop that is accessible through smartphones. In addition, we will purchase a certain number of devices that can be used in place of a smartphone in case the program participant does not have a smartphone. We continue to investigate grants that would enable us to loop all the meeting rooms in the Region.
- We expect to have [Tutor.com](https://www.tutor.com) available to our patrons by the middle of January. Tutor.com is a tutoring service (and much more) that the Regional Board agreed to fund for this year, while so many students are learning from home.
- Our Staff Development Day was a success again this year, even with COVID. The Staff Person of Distinction honor was awarded to two staff persons this year both working for the Region but out of the headquarters building. *Robin Fay*, who is our webmaster and has worked extremely hard during the pandemic crisis to keep our online activities started and then running smoothly. *Lindsay Josey* is our Collections Librarian. Lindsay was in charge of changing our collection purchases from print to electronic materials. She did this swiftly and continues to order e-materials. Both Robin and Lindsay were instrumental in our success reaching patrons throughout this crisis.
- I added a new award this year. The “Most Valuable Team Award”. I believe it will be an important award as we move forward in years to come. The rules of the Staff

Person of Distinction Award are that no member of the Resource Team is permitted to win – the award was created for frontline staff only. However, this year, a year like no other, required an acknowledgement of a team that worked long hours creating, supervising, devising, organizing, and planning our public and internal response to the COVID crisis. They continue to do this work. The first Most Valuable Team was awarded to our hardworking Resource Team members.

- With funding leftover from our Trauma-Informed IMLS Grant, I have formed a coalition of community groups and members to present programs and/or events to address social justice/anti-racism. There are about 21 members from various walks of life and non-profit organizations. Our first event will be a “One Book Athens” community read and discussion. The book that has been selected is the national award-winning book “Stamped: Racism, Anti Racism, and You” by Ibram X. Kendi and Jason Reynolds. We hope to get teens involved in the reading as well as adults. We are working with Avid Books in the hopes of having the event culminate with the authors virtual visit/discussion with our community. There are other events/programs that are being planned and I will keep you informed as they progress.

**Old Business:** None

**New Business:**

- Update Board list - The Board contact and committee list will be sent to each Trustee to review and report back if changes need to be made. Once updated it will be sent to all Trustees.
- Approval to use SPLOST funds in the approximate amount of \$6,700 for an upgraded ventilation system at the Headquarters Branch. Unanimously Approved. (Motedioned by Ns, Bogue, Seconded by Ms. Cox)
- Approval to use approximately \$270 COVID Restricted account for an upgraded ventilation system at the Pinewoods Branch. Unanimously Approved. (Motedioned by Ms. Bogue, Seconded by Ms Ritter)
- Approval to submit the 2022 budget proposal to the ACCUG Finance Department. Unanimously Approved. (Motedioned by Ms. Hunt, Seconded by Mr. Wood)
- Approval for Friends Liaison appointment from that Board. Unanimously Approved (Motedioned by Ms. Cox, Seconded by Ms. Ritter)

**Meeting was adjourned at 5:16pm** Unanimously Approved (Motedioned by Chair Russell, Seconded by Ms. Ritter)

**Next Meeting April 13, 2021 at 4:00 pm**

### **Requests & Board Actions**

- Accepted for a member of the Board of Trustees will be appointed to the Athens-Clarke County Foundation, Inc Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms. Cullen)
- Approved to appoint Designated Member Svea Bogue of the Athens-Clarke County Board of Trustees to the Board of the Athens-Clarke County Foundation, Inc. Unanimously approved. (Motioned by Mr. Timmons, Seconded by Ms. Clark)
- Approved to use SPLOST funds in the approximate amount of \$6,700 for an upgraded ventilation system at the Headquarters Branch. Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms. Cox)
- Approved to use approximately \$270 COVID Restricted account for an upgraded ventilation system at the Pinewoods Branch. Unanimously Approved. (Motioned by Ms. Bogue, Seconded by Ms Ritter)
- Approved to submit the 2022 budget proposal to the ACCUG Finance Department. Unanimously Approved. (Motioned by Ms. Hunt, Seconded by Mr. Wood)
- Approved for Friends Liaison appointment from that Board. Unanimously Approved (Motioned by Ms. Cox, Seconded by Ms. Ritter)