

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES

Minutes of October 12, 2021 Meeting

Multi-Purpose Room B, 4:00 pm

Chair Russell called the meeting to order at 4:05pm. Trustees in attendance are Ms. Bogue, Ms. Boydston, Ms. Cullen, Ms. Darnell, Ms. Hall, Ms. Hunt, Ms. Cox, Mr. Mason, Ms. Ritter, Chair Russell, Mr. Timmons, Ms. Mize, and Mr. Woods. Absent were Ms. Clarke, Mr. Jordan, and Mr. Vernotico. Staff members present were Ms. Bell, Ms. Price, Ms. Plaksin, Ms. Green, Ms. Shimobi-Obijuru, Ms. Schuman, Ms. Fike, Ms. Mayfield, and Mr. Bush.

Announcements:

- Marie Mize and Julie Darnell are at the end of their term and are rolling off the Board at the end of the year. They were each presented with a selected title and book plate recognizing their service.
- New Board member, Steve Mason, was introduced. He is the Executive Director of Bigger Vision Athens.
- Board member, Stephanie Hall, welcomed a new baby.

Public Comment:

None

Approval of Minutes:

- The Draft Minutes of the July 13, 2021 regular meeting were unanimously approved. (motioned by Ms. Bogue, seconded by Mr. Woods)

Approval of Agenda:

- The October 12, 2021 Meeting Agenda was adopted and unanimously approved. (motioned by Mr. Timmons, seconded by Ms. Boydston)

Financial Report:

- Ms. Fike gave the report. She reported revenue is at 24.48%. This is slightly low, but better than last year.
- FY2022 Q1 Financial Report was unanimously accepted. (motioned by Ms. Cox, seconded by Ms. Ritter)

Committee Reports:

- **Friends of the Library**

Ms. Kalim gave the report for the Friends. She is excited to report that there are 7 new members and the Friends are looking forward to a more active year. The Grab Bag Sale and online merchandise have been successful.

The Friends of the Library book sale will take place November 10 - 13th. Safety protocols will be in place.

They are planning to start receiving donations shortly after Thanksgiving.

Events are being planned in hopes of reaching a younger group. A local young adult author specializing in horror and modern Greek mythology will visit on November 5th. Chair Russel inquired about when the t-shirt printing would be complete. Ms. Kalim reported that the issue is with Satisfactory Printing and is being addressed. If anyone has questions regarding the t-shirts, please feel free to contact the Friends of the Library.

- **Foundation**

Ms. Bogue gave the report. The Foundation has met 3 times this year. The current value is \$1,562,938.00.

New Foundation folders describing what The Foundation does were distributed. They are actively seeking new members and donors.

- **Winterville**

Marie Mize gave the report. She thanked the Board for all the things they do for the Library.

The Firefly Trail is complete. She invited everyone to visit the city and the Library.

Director's Report:

The Library is partnering with several local charities and nonprofit organizations to collect hygienic products in support of the local Thanksgiving Feed the Hungry event. Our Library Card Sign Up Month campaign, *Get Carded*, was a success! Several businesses (19 in Athens and 32 regionally) signed on to offer discounts and promotions throughout the month of September. The campaign received lots of engagement on social media and was covered by *The Red & Black*. We had 18 raffle prizes donated by participating businesses to give away for prize drawings at the end of September. Director Bell thanked Rhiannon Eades for taking the lead on such a successful campaign.

Ms. Bell invited Assistant Director, Trudi Green, to share a quilt made by the Everyday Readers group. Ms. Green explained Everyday Readers is an adult literacy group that meets at the Library weekly. She presented a tapestry made by a member of the group that read, "*To Athens Clarke County Library, Thanks for helping us learn English.*" Director Bell went over the *Open Meetings Act* included in the folder given to each Board member.

Athens-Clarke County is still under a mask mandate. We are offering programming with safety in mind and MPR's are open and being offered to the public at 50% capacity.

We are planning to move our website to a WordPress platform. Proposals have been requested from three companies. The proposal and a company recommendation will

be sent to the ARLS Board so that we can move forward with a new and easier to manage website.

IT Manager, Greg Deal and his team have completed the print management project. Once all staff have been trained, we will move forward with a publicity campaign for the print on demand feature. So far, patrons and staff at ACCL are enjoying the features of this new system.

Joy Ovington's departure left the Library in need of a Library Store Manager. Director Bell asked the Board if they would consider the idea of the Friends taking over the management and profits of the Library Store. If so, she would be happy to approach the Friends with this idea. (Action Item)

The Library Foundation has met twice this year. She invited the board to share if they knew of anyone who may be interested in joining or donating to the Foundation. The new Foundation folders were given to each Board member for review.

The East Side Library project is underway. Ms. Bell has met several times with the Project Administrator and Manager. The first "kick off" meeting was on August 31st and the second meeting is scheduled for October 6th.

The discussion has begun regarding the Pines PLAY Card being issued to every CCSD student. CCSD staff, GPLS staff, and ACCL staff have met twice. The MOU for their consideration has been sent. Once it is signed by both parties, we will move forward. Last quarter the Regional Board requested Director Bell start the Strategic Planning process. She has prepared a RFP for a consultant, and will share it with the ARLS Board next week.

The Flagpole article about salaries at the Library was discussed. Ms. Bell informed the Board that she has met with several Commissioners and Mayor Girtz. They discussed raising salaries over a period of time. She is working with Mamie Fike on a three-year plan that will start salaries at 16.00 an hour while still maintaining the integrity of education, title, and responsibility. Director Bell presented the *ACCL 3 Year Salary Proposal to the Board*. It is still being worked on.

Ms. Bell shared with the Board some of the projects she and the Resource Team are working on during this busy time of year which includes:

The East Side Branch Building Project
Wire Park Watkinsville Branch Building Project
The Library Foundation
Strategic Planning and Direction
Web Design and Migration Project
Technology changes and upgrades
A stabilized living wage for staff

Communications:

- Ms. Ritter asked if there was any way more notice can be given when there is a vacancy on the Board that needs to be filled. Chair Russell stated that Athens Clarke County puts out a list of all Board vacancies. Ms. Bell added that she receives an email from the county when there is an opening, and when Board member's terms are due to expire. She always shares this with the Board.
- Director Bell presented the LED Lighting Proposal pamphlet to the Board. Ms. Mayfield gave a short presentation. The total cost after MRR is \$715.38. Energy Harness Corporation will take on all responsibility for installation and maintenance of lighting. The projected savings is \$588.00 yearly.
The Board voted unanimously to move forward with LED Lighting Proposal. (listed under Board Actions)

- Chair Russell would like each Board member to have a binder for meeting minutes, and other Board information. Ms. Price will assemble the binders and present them to the Board at the January meeting.

New Business:

- Review of Constitution and Bylaws
Chair Russell stated that a committee needs to be assembled to review and suggest any revisions to the Constitution and Bylaws. Mr. Woods, Ms. Hunt, and Ms. Cox volunteered for the committee. They will report their findings at the January meeting.
- Meetings during and emergency
Director Bell presented a handout outlining open meetings law.

Board Actions:

- Ratify expenditures of restricted funds as presented in the July 13, 2021 Director's Report. Unanimously approved. (motioned by Ms. Bogue, seconded by Ms. Darnell)
- Ratify salary supplements as discussed July 13, 2021. Unanimously approved. (motioned by Ms. Hunt, seconded by Ms. Cox)
- Accept FY2022 budget as presented July 13, 2021. Unanimously approved. (motioned by Mr. Timmons, seconded by Ms. Hunt)
- Vote for \$30,000 East Side Library funds. Unanimously approved. (motioned by Mr. Timmons, seconded by Ms. Boydston)
- Election of Vice Chair, Ms. Alice Hunt. Unanimously approved. (motioned by Ms. Hunt, seconded Ms. Bogue)
- Approval to move forward with Pinewoods LED Lighting with Energy Harness. Unanimously approved. (motioned by Ms. Bogue, seconded Ms. Hunt)
- Approval to approach Friends with the idea of managing the Library Store. (motioned by Ms. Bogue, seconded Ms. Hall)

Old Business:

- Committees
Chair Russell stated recommendations for next year's committees should be emailed to her.
- Assignments
Committee assignments will be discussed at the January Board meeting.
- \$30,000 East Side Branch
Unanimously approved (listed under Board Actions)
- Election of Vice Chair
Ms. Alice Hunt will serve as Vice Chair.
Unanimously approved. (listed under Board Actions)

Meeting was adjourned at 5:08 p.m. by Chair Russell. (Unanimously approved without opposition)

Next Meeting January 11, 2022 at 4:00 p.m.