

ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES

Minutes of October 11, 2022 Meeting

ACCL Multipurpose Room A, 4:00 pm

Chair Russell called the meeting to order at 4:01 pm. Trustees in attendance are Ms. Bogue, Ms. Clark, Ms. Cullen, Ms. Brickman, Ms. Hall, Mr. Jordan, Ms. Cox, Ms. Ritter, Chair Russell, Mr. Timmons, Mr. Woods, and Mr. Mason. Absent were Ms. Boydston, Ms. Linthicum, and Mr. Scott. Staff members present were Ms. Bell, Ms. Price, Ms. Josey, Ms. Shimobi-Obijuru, Ms. Green, Ms. Fike, Ms. Mayfield, Ms. Stangle, and Ms. Plaksin.

Announcements:

Chair Russell announced that Mr. Vernotico and Ms. Hunt had both moved out of the county, and therefore had to resign from the Board. He expressed his appreciation for their service.

Public Comment:

Ms. Tranteegus Allen - Ms. Allen, a previous Branch Manager of the Pinewoods Branch spoke to the Board. She expressed her frustration with upper management caused her to resign. She added that due to a lack of training, she was not prepared for the role as Pinewoods Branch Manager. Ms. Allen also expressed concern regarding money missing from a past deposit.

After six minutes of speaking, Chair Russell reminded Ms. Allen of the 4 minute Public Comment limit. Ms. Allen was allowed to speak for another minute. The Board thanked her, and informed her that the trustees are not involved in HR related issues. Chair Russell directed Ms. Allen to Human Resources if she needed to to discuss any HR related issues. Ms. Allen left the meeting.

Chair Russell opened the floor for questions from the Board.

Ms. Cullen inquired about the alleged missing money. Ms. Mayfield replied that there was no money missing. When the prior deposit was made, the register was not "zero'd" out. This caused the report to contain an error. Ms. Fike and the business office verified and confirmed that there was no money missing.

Mr. Jordan asked if there is a probationary period.

Ms. Bell stated that there is a probationary period of 90 days. Within the 90 days Ms. Allen was given a Performance Improvement Plan, and she later resigned.

Approval of Minutes:

- The draft minutes of the July 12, 2022 meeting were unanimously approved. (motioned by Ms. Bogue, seconded by Mr. Timmons)

Approval of Agenda:

- The October 11, 2022 meeting agenda was adopted and unanimously approved. (motioned by Timmons, seconded by Mr. Woods)

Financial Report:

- Ms. Fike gave the report. We are doing well in the first quarter. She reported expenditures at 20%, and revenue at 24.45%. The FY2023-Q1 Financial report was presented, and Ms. Fike opened the floor for questions. Mr. Jordan asked how SPLOST funds were spent. Ms. Fike stated that SPLOST funds are spent on a variety of materials for ACCL. Ms. Ritter asked if there is a time limit on spending SPLOST funds. Ms. Fike replied, no.
- FY2023-Q1 Financial Report was unanimously accepted.

Committee Reports:

- **Foundation**

Ms. Bogue gave the report. She reported that the ACCL Foundation met in September. They were happy to welcome a new member, Gwen O'Looney. The Foundation approved the purchase of our new donor platform, Kindful. Donors will be able to give to the Foundation, or across the Region; it makes giving very easy. Members also approved spending for Consultant David Baker, hearing loops, Quickbooks, Urban Library Council, and ReImagine.

The current balance of the Merrill Lynch account is 1,421,000. The market is down.

- **Winterville**

Mr. Scott was not present to give the report.

- **Friends of the Library**

Ms. Linthicum sent the report electronically. Ms. Russell gave the report. The Friends are focused on the book sale. Despite having to pause briefly because of the library closing, they were able to resume the sale when the library opened, and were very pleased with the turnout.

They are excited to welcome two new members. There will be a Cafe au Libris event on Tuesday.

- **Personnel and Nominating**

Ms. Cox gave the report. They are currently building a slate of officers.

The committee would like to nominate the following: Steve Mason as Vice Chair, Jane Russell as Chair, and Stephanie Hall as Treasurer. The nominations were unanimously approved. (motioned by Ms. Cox, seconded by Mr. Jordan) *Action Item*

Director's Report:

Director Bell started by introducing Lindsay Josey as the new Collections Manager. Ms. Josey brings a host of knowledge to the position, and worked for several years alongside our previous Collections Manager Holly Bowden.

Ms. Bell attended the Director's Meeting in September. She reported that the State has made some suggestions and decisions that will affect the library system and will go before the Regional Board for a vote.

President's Day will be added as a holiday due to the PINES Executive Committee approving to change the upgrade date from MLK Day to President's Day. The PINES upgrade will take place on February 19, 2024.

The Executive Committee also voted to eliminate the lost library card fee.

We have received a request from Friends of Georgia Library Service for the Blind to use our meeting rooms to host a fundraiser. According to policy, only our Friends and Foundation are allowed to hold fundraisers in the meeting rooms.

Ms. Bell presented a request from the Georgia Friends of the Library President Dan Aldridge. Ms. Bell stated that all amounts collected at the fundraiser would go towards future Friends of GLS programming in Athens, and she thinks it's a good idea.

Ms. Cox: Is the event open to the public?

Ms. Bell: Yes

Chair Russell: There's no requirement to attend?

Ms. Bell: No

The Board voted unanimously to allow Friends of GLS to host a fundraiser in the meeting rooms. (motioned by Ms. Brickman, seconded by Ms. Bogue) *Action Item*

We will host a Board training session for new Board members. The training will cover the roles and responsibilities of Library BOT Members. The training will most likely be held in February, last about 2 hours, and dinner will be provided. This will be a great refresher course for current Board members, and Ms. Bell encouraged everyone to try to attend.

Staff Development Day (SDD) will be held on Thursday, November 17. The theme this year is "Building Our Future Together." Our Keynote speaker this year is Miguel Figueroa, President and CEO of Amigos Library Services, and former Director of ALA Center for the Future of Libraries. Thank you to the Friends for providing lunch.

Strategic Planning is going well. We held several planning sessions over the last quarter with Trustees and the Planning Committee. Staff retreats are scheduled for October 12-15. Every branch will be represented, and the final planning sessions will be held during Staff Development Day.

Ms. Bell informed the Board that she has requested and signed an ACCPD Authorization to Search Exterior of Premises document. The library grounds, and Kathryn Ames Circle have had a lot of vagrancies. Security reports also indicate some illegal activity. Ms. Bell presented the Board with the police agreement for their review and approval. She hopes the agreement will aid in enforcing the overnight camping policy.

Ms. Cullen asked how does staff know who is banned, and if security patrols the Kathryn Ames circle. Director Bell replied that all banned patrons are kept in a security binder, and security patrols the circle, however, an officer with authority would be helpful. Our security can not arrest, or move anyone loitering in that area.

Ms. Bell added, patrons are always given a warning. The Board unanimously approved.

Action Item

Communications: None

New Business: None

Board Actions:

- Review Board Members Terms - Chair Russell asked members to review their information for accuracy. Ms. Hall and Ms. Clark will need to apply for a second term. Some Board members noticed discrepancies in the terms listed. Ms. Russell instructed Ms. Price to update the list with any corrections, and the Board will review it in January.
- Ratify NexGen Exterminators contract - (motioned by Ms. Cox, seconded by Ms. Bogue) unanimously approved.
- Review and approve restricted funds - Chair Russell tabled until January
- Review and approve police agreement - (motioned by Cox, seconded by Mr. Jordan)
- Approval for GLS FOL to host fundraising event at the library - Unanimously approved Motioned by Ms. Brickman, seconded by Ms. Bogue
- Board approval of the following nominations by the Personnel and Nominating Committee
Chair - Jane Russell
Vice Chair - Steve Mason
Treasurer - Stephanie Hall
Motioned by Ms. Cox, seconded by Mr. Jordan

Old Business:

- Approve review of By Laws
Ms. Russell requested that Mr. Woods send the reviewed documents via email to all Board members. An electronic vote will be taken.

Meeting was adjourned at 5:08 p.m. by Chair Russell (motioned by Ms. Bogue, seconded by Mr. Jordan) Unanimously approved.

Next Meeting January 10, 2023 at 4:00 p.m.