

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of July 21, 2022 Meeting

Multi-Purpose Room B, 3:30 pm

Meeting was called to order at 3:30 p.m. by Chair Timmons. Present were Mr. Campbell, Ms. Frey, Mr. Garner, Mr. Lutz, Mr. Rice, Ms. Russell, Ms. Shoemaker, Mr. Shapiro, Ms. Terrell, Mr. Timmons and Mr. Woods. Absent were Ms. Hunt, and Ms. Norris. Staff present were Ms. Bell, Ms. Price, Ms. Shimobi-Obijuru, Ms. Mayfield, Ms. Shull, Ms. Schuman, Ms. Green, Ms. Fike, and Ms. Plaksin.

The Minutes of the April 21, 2022 Board meeting were unanimously approved. (Moted by Mr. Campbell, Seconded by Mr. Lutz)

The adoption of the current agenda was unanimously approved. (Moted by Ms. Russell, Seconded by Mr. Shapiro)

Public Comment - None

Financial Report:

Financial Report FY2022 Q4, prepared by Mamie Fike, Business Manager. Ms. Fike gave the report. She reports revenue at 100.41% , and expenditures at 97.4%. Financial Report FY2022 Q3 was unanimously approved. (Moted by Mr. Campbell, Seconded by Mr. Garner.)

Regional Reports

Athens-Clarke County:

Ms. Russell gave the report. She reports that the ACCL Board met last week, and the meeting went well. She was pleased to report that the FOL Spring book sale earned 16k. The East Side User Group continues to meet.

Franklin County:

Ms. Shoemaker gave the report. She was happy to report that they received a grant for their garden.

Sadly, one of the Franklin County Board members has passed away.

The Royston Library is short staffed at the moment, and their Teen and Children's specialist is leaving next month.

Madison County:

Mr. Rice gave the report. He was very pleased to report that all stats are up. The library has a Summer Reading Program for adults and patrons are excited about it.

The Library partnered with the Red Cross for a blood drive. They are also partnering with the Madison County Recreation Department for future programming.

The Library Yard Sale earned \$800.

The program "Thinking Money" was a huge success and received rave reviews. New Madison County Board member Katie Morris will be at the next Regional meeting.

Oconee County:

Mr. Campbell gave the report. He gave an update on Wire Park. Ponder & Ponder made a presentation to the Board, Mayor, and community members. They received feedback and everyone is very excited. The plan should be completed in September and construction should start next year.

Library programming is doing well. They are advertising more on social media. They are also coming up with policies that are more cohesive.

Oglethorpe:

Mr. Garner gave the report. He was pleased to report that patron usage is increasing. Branch Manager, Austin Jenkins had an article in the Oglethorpe Echo where the Summer Reading Program was featured.

The Family movie night program has been very successful. They are excited to continue to offer the program. He encouraged everyone to stop by the library and experience all the great things happening.

The library had a WIOA intern this summer. They were happy to participate in the program.

Director's Report:

Ms. Bell started by telling the Board that after Covid and a hectic Summer Reading Program, she asked Assistant Directors to come up with a way to boost morale, thank the staff and let them know they are appreciated. Assistant Director, Toby Mayfield came up with a great idea. Ms. Bell asked Ms. Mayfield to present her idea to the Board.

Ms. Mayfield addressed the Board. She has come up with an employee appreciation voucher that she hopes will boost morale around the Region, and let all staff know they are appreciated. With Board approval, all staff will receive an 8 hour voucher that can be used anytime for a paid day off (with supervisor approval). All vouchers must be used by June 30 (end of fiscal year). *Action item*

Director Bell continued by giving an update on the website. She presented Board members with an example of the front page of the library's new website. A great part of the website will be the "Support Us" button. This button will be featured on every county's page. Director Bell would like to use a donor platform for donations. The Kindful software platform will support up to 1,000 donors, and costs approximately \$2500 annually. The software will enable us to track donors, send thank you notes, and develop a list of current and past donors. Ms. Bell requested we use restricted funds to purchase the software. *Action item*

Director Bell asked Circulation Coordinator Nike' Shimobi-Obijuru to present the state passes available for check out to the Board. Ms. Obijuru named some of the state passes available to patrons including Zoo Atlanta, Breman Museum Family Pass, Micheal C. Carlos Museum Family Pass, Macon Museum Pass, and others. She asked Board members to spread the word of the many passes available at the libraries throughout the region.

Ms. Bell then asked Assistant Director Trudi Green to give an update on Tutor.com. Ms. Green addressed the Board. She reported that Tutor.com has come to an end. Although usage peaked in February, we were never able to build up a solid user group.

Ms. Bell stated that it is time to reaffirm some of the ALA governing documents. She asked

the Board to look over the documents that were shared with them, including The Library Bill of Rights, The Freedom to Read, The Freedom to View, and adopt the “Statement Regarding Censorship”, and “Libraries an American Value”. *Action item*

The Board of Elections will be using our meeting rooms during our normally scheduled Staff Development Day. For this reason, she would like the Board’s approval to move the date from Wednesday, November 9, 2022 to Thursday, November 17, 2022. All libraries will be closed on this day. *Action item*

Strategic Planning continues. She will send out a survey to Board members regarding their specific library. Ms. Bell asked Board members to complete the survey by August 8. Fast Forward Libraries would like to meet with the Regional Board in person or virtually. Mr. Campbell recommended virtually. Ms. Bell will send out a Doodle poll to collect everyone’s availability.

Get Library Carded will happen again this year in September for National Library Card Sign-Up month. We are asking local businesses to participate by offering a percentage off for patrons who show their library card. The businesses get recognized in our publicity, and get a sticker to place on the window of their business.

We have noticed an increase in negative patron behavior across the region. There is an online training series recommended by libraries on how staff can better handle difficult situations with patrons. Ryan Dowd, the creator of these online trainings, gives staff the tools and skills they need to serve everyone. Ms. Bell added that she asked Branch Managers if they would like to have this training available to staff, and all have given a positive response. The annual cost is \$1900. *Action item*

Prior to Covid, every two years, there was a trustee training event for all new Board members, and any Board members that may need a refresher. Ms. Bell would like to offer this training again in January or February. Juile Walker, our State Librarian, will conduct the meeting. Please encourage your new members to attend.

Director Bell expressed her concern with staff salaries across the region. She has looked into hiring for a salary study, but is not convinced a salary study would be convincing to local funding agencies. Ms. Bell asked Board members to discuss the salary dilemma with their Boards.

- Mr. Lutz - Can the Strategic Planning Consultants help with the salary problem?
Ms. Bell - Somewhat.
Ms. Russell - Staff presentations were effective at the Clarke County town hall meetings.
Board members should take a temperature check around their county and we will discuss this again at the next meeting.

Committee Reports:

Policy - none

Personnel - none

Constitution & By-Laws - none

Old Business:

none

New Business:

- a. Approval to move Staff Development Day from 11/9 to 11/17
unanimously approved
- b. Approval of mileage rate increase
(motioned by Mr. Campbell, seconded by Mr. Lutz) unanimously approved
- c. Approval of proposed FY23 budget
(motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved
- d. Reaffirm ALA governing documents
(moved by Mr. Lutz, seconded by Ms. Shoemaker) unanimously approved
- e. Review and approve restricted funds
(motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved
- f. Approval of policies
 - Patron Responsibility and Conduct Policy
Mr. Garner - Were changes made because of a problem?
Ms. Bell - Yes. We made drugs and alcohol a new bullet.
(motioned by Mr. Garner, seconded by Mr. Campbell) unanimously approved
 - Meeting Room Policy
Ms. Plaksin - The board needs to make a decision on whether or not we should charge a maintenance fee for patrons who live outside of the region and use our meeting spaces.
Mr. Campbell - It is not unreasonable to ask people outside of the region to pay a fee. He has paid a fee to use a meeting room outside of the region.
Ms. Terrell - Should we decide the fee?
Ms. Bell - Each county will.
(motioned by Ms. Russell, seconded by Mr. Rice) unanimously approved
 - Public Information Displays Policy
(motioned by Mr. Rice, seconded by Mr. Russell) unanimously approved w/ edits
 - 2022 Reconsideration Process
Board unanimously agree to redraft policy
 - Bereavement Leave Policy update
(motioned by Mr. Garner, seconded by Mr. Rice) unanimously approved
 - Collection Management Policy
Board agreed to eliminate "if necessary" from the policy.
(motioned Ms. Russell, seconded by Mr. Lutz) unanimously approved w/ edits

Announcements: none

Adjourn:

With no further business, Vice Chair Rice called for adjournment at 4:44 pm. (Motioned by Mr. Garner, seconded by Mr. Campbell) Unanimously approved.

Next Meeting is scheduled for October 20, 2022 at 3:30 pm.

Board Actions

- Approval of 8 hour staff incentive as presented by Assistant Director Toby Mayfield
unanimously approved
- Approval for groups or organizations outside of ARLS area to pay maintenance fee for
MPR use
(motioned by Mr. Garner, seconded by Mr. Campbell) unanimously approved
- Approval of \$1900 Ryan Dowd staff trainings
(motioned by Mr. Lutz, seconded by Mr. Woods) unanimously approved ● Approval to
use funding in the following ways as outlined in the July Director's Report presented by
Valerie Bell
 - \$2,500 Kindful donor software platform
 - \$7,000 restricted account for COVID PPE
 - \$2,250 new laminator
 - \$1,900 Ryan Dowd trainings(motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved