

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of October 20, 2022 Meeting

Multi-Purpose Room B, 3:30 pm

Meeting was called to order at 3:35 p.m. by Chair Timmons. Present were Ms. Norris, Ms. Morris, Ms. Russell, Ms. Quick, Ms. Shoemaker, Ms. Terrell, Mr. Timmons, and Mr. Woods. Absent were Mr. Garner, Mr. Shapiro, Ms. Frey, Mr. Lutz, and Mr. Campbell. Staff present were Ms. Bell, Ms. Price, Ms. Mayfield, Ms. Josey, Ms. Schuman, Ms. Green, Ms. Fike, and Ms. Plaksin.

Chair Timmons instructed the Board to proceed without quorum, and hold any Board actions until quorum was present.

Recognitions and Resolutions - Chair Timmons introduced new ARLS BOT members Donna Quick of Franklin County, and Katie Morris of Madison County.

The Draft Minutes of the July 21, 2022 Board meeting were unanimously approved. (Motioned by Ms. Russell, Seconded by Ms. Norris)

The adoption of the current agenda was unanimously approved. (Motioned by Ms. Terrell, Seconded by Mr. Woods)

Public Comment - None

Financial Report:

Financial Report FY2023 Q1, prepared by Mamie Fike, Business Manager. Ms. Fike gave the report. She reports revenue at 25.49% , and expenditures at 24%. Board members were presented with a hard copy of the financial report.

Ms. Fike informed the Board of her resignation and expressed what a pleasure it has been working for ARLS. Chair Timmons thanked her on behalf of the Board and gave her well wishes.

Financial Report FY2023 Q1 was unanimously accepted. (Motioned 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. New officers were elected. She was pleased to report that the Friends were able to complete the booksale after the bedbugs situation. Cafe Au Libre' is back and going well.

Franklin County:

Ms. Shoemaker gave the report. She was happy to report that the county raised their budget by 15k. The library has welcomed a few new employees. Programming is going very well.

Madison County:

Ms. Morris gave the report. Branch Manager, Aleta Turner has been doing outreach at the Madison County Senior Center. The library has also started an inclusive bookclub. The “tween” programming, Stemfaternoons, is going very well. The children are always very excited. The library hosted a very successful back to school event. In July, the library hosted a covid clinic with free covid tests.

Oconee County:

Ms. Norris gave the report. She reported that the Bogart FOL bookstore has closed, and they do not have a new location at this time. The Oconee book sale was very successful, and they are looking forward to the next sale in February.

Ponder & Ponder presented their final plan to the city. They're hoping to publish a bid in October 2022. They are happy that the cost of materials are slowly dropping. The Board is discussing naming opportunities and donor options. A groundbreaking ceremony is scheduled for sometime in December.

Oglethorpe:

Not present

Director's Report:

Ms. Bell gave the report. Board training will be offered in February. The training session will acclimate new Board members and explain the roles and responsibilities of the Library Board of Trustees. The training is usually approximately two hours and dinner will be provided. A doodle poll will be sent to secure a date that is convenient for most members to attend. All members are encouraged to attend.

Staff Development Day will be held on November 17. The theme this year is “Building Our Future Together”. Our Keynote speaker will be Miguel Fugeroa, President and CEO of Amigos Library Services, and former Director of ALA's Center of the Future of Libraries. Ms. Bell invited all Board members and Friends to attend.

Ms. Bell gave an update on the Watkinsville and Eastside branch projects. Both projects are moving along, but the cost for both projects have risen substantially since the first MRR and Capital Outlay were submitted. She informed the Board that she has submitted additional requests for State Capital Outlay of \$2 million. Legislative Day is coming up in February or March, and Ms. Bell explained the importance of attending to advocate for additional funding. Ms. Bell urged as many Board members as possible to attend, and start contacting local and State legislators now. We will try to get a bus for Legislative Day.

A virtual board retreat for strategic planning will be held on November 2.

The webpage redesign is taking a little longer than anticipated. We are hoping to have it completed by the end of the year.

Director Bell stated that in an effort to ensure a healthy and safe work environment, we now offer Ryan Dowd training webinars to all staff. The webinars cover a variety of topics, but

mainly focus on how to handle difficult customer situations. Kepro and the Employee Assistance Program will still be available, and with the approval of the Board, the Calm app as well. Ms. Bell asked Assistant Director, Sue Plaksin to explain the Calm app to the Board. Ms. Plaksin addressed the Board. She shared that the Calm app is a meditation app that allows staff to invest in self care anytime, 24 hours a day, at their convenience. The app offers meditations, sleep stories, focus music, masterclasses, and much more. If approved, the app would be available to every employee and their family. Many libraries use it. Ms. Plaksin added that this would be a good opportunity to show staff that the library system cares about their well being. Ms. Bell added that she is requesting the Board's approval to move grant restricted funds to cover the cost. (Action Item)

Ms. Bell asked the Board to review/approve several policies. Members were presented with hard copies of each policy; Video Surveillance Policy, an updated Request for Reconsideration Policy with sample letters, and the Talking Book Center Policy that no longer exists. The Board was asked to do away with the Talking Book Policy because it is no longer needed. (Action Item)

Committee Reports:

Finance - none

Policy - Ms. Shoemaker stated that the committee suggests approval of the policies presented.

Personnel - none

Old Business:

Review of Constitution and Bylaws - Chair Timmons opened the floor for any points of discussion. There were no suggested amendments. Ms. Russell stated that Ms. Price should add "reviewed October 20,2022" to the dates at the top of the documents.

New Business:

- a. Review and approve policies: Unanimously approved.
Surveillance Policy - Motioned by Ms. Terrell, seconded by Ms. Russell
Talking Book Center Policy (removal) - Motioned by Ms. Norris, seconded by Ms. Shoemaker
Reconsideration of Materials policy - Motioned by Ms. Shoemaker, seconded by Ms. Norris
- b. Approve FY23 calendar, scheduled closings - Motioned by Ms. Russell, seconded by Ms. Terrell
- c. Approve Staff Development Day 2023 closing - Motioned by Ms. Russell, seconded by Ms. Terrell
- d. Nominating Committee for officers - With no objection, Chair Timmons will appoint new officers. A vote will be taken at the January meeting.
- e. Ratify ARLS FY22 Signature Authority document - Motioned by Mr. Woods, seconded by Ms. Russell
- f. Review and approve the Calm App - Motioned by Ms. Russell, seconded by Mr. Woods
- g. Allocate \$8,000 from grant writing fund to pay for Calm - Moved by Ms. Shoemaker, seconded by Mr. Woods

Announcements: none

Adjourn:

With no further business, Chair Timmons called for adjournment at 4:34 pm. (Motioned by Ms. Norris, seconded by Ms. Russell) Unanimously approved.

Next Meeting is scheduled for January 19, 2023 at 3:30 pm.

Board Actions

- Approval of Video Surveillance Policy
- Approval of Request for Reconsideration Policy
- Approval to remove the Talking Book Policy
- Approval of FY23 calendar of scheduled closings
- Approval Staff Development Day 2023 closing
- Approval to ratify ARLS FY22 Signature Authority document
- Approval of the Calm App
- Approval to allocate \$8,000 from grant writing fund to pay for Calm