

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – February 22, 2021

TIME AND PLACE: Monday, February 22, 2021, 2:00 p.m., via Zoom

PRESIDING: Carol Lewis-Jones

MEMBERS PRESENT: George Sholl, Cheryl Frederic, Nancy Jo Maples, Evelyn Read, Susan Agnelly.

MEMBERS ABSENT: None

OTHERS PRESENT: Lori Barnes, Director; Stacie Zorn, Board Attorney; Aaron Taylor, Administrative Assistant; Janet Beatty, Business Manager; Alisa St. Amant, Assistant Director/ CMS; Kim Harvey, Training & Staff Development Coordinator.

Board Meeting Minutes: Minutes from the January and February 4, 2021 Jackson-George Regional Library Board Meetings

MOTION: Sholl **SECOND:** Read
"To approve the minutes from the January and February 4, 2021 JGRLS Board Meetings."
VOTING AYE: Lewis-Jones, Maples, Sholl, Frederic, Read, Agnelly
VOTING NAY: None

-Cheryl Frederic joined at 2:03 p.m.

Correspondence: A copy of a letter from Carol Lewis-Jones, JGRLS Board of Trustees Chair, to Randy Bosarge, Jackson County Supervisor District 5. (copy on file)

A Card of Thanks from Leslie Suit (Joanne Anderson's daughter)

FINANCES: Presentation of Audit FY 2020 Audit Report- Julia Johnson, CPA, Senior Auditor of Wolfe, McDuff, & Oppie, P.A.

MOTION: Read **SECOND:** Maples
"To approve the FY 2020 Audit Report as submitted by Janet Beatty, Business Manager."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Maples, Read, Agnelly
VOTING NAY: None

Docket of Claims (copy on file) -This report was previously distributed to members. Janet Beatty, Business Manager, submitted an addendum in the amount of \$35,635.19 changing the total of the February 2021 Docket of Claims to \$101,803.11.

MOTION: Agnelly **SECOND:** Frederic
"To approve the February 2021 Docket of Claims in the amount of \$66,167.92 and an addendum in the amount of \$35,635.19 totaling \$101,803.11."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Maples, Read, Agnelly
VOTING NAY: None

-Julia Johnson and Janet Beatty left at 2:24 p.m.

PERSONNEL REPORT: February Personnel Report

MOTION: Maples **SECOND:** Frederic
"To approve the February 2021 Personnel Report as presented by Darlene Broadus, Human Resources Manager."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Maples, Read, Agnelly
VOTING NAY: None

CONSENT AGENDA: All matters listed under Item 7, Consent Agenda (copies on file), are considered by the Board to be routine and will be enacted in one motion. If discussion is desired, that item will be removed from the Consent Agenda and considered separately. They include the following:

- Assistant Director Report
- Collection Management Services Report
- Facilities Management Report
- Financial Reports
- Fines Report
- ILL (Interlibrary Loan) Report
- Law Library Report
- Public Relations Report
- Purchasing Agent Report

- Statistical Report
- Technology Services Report
- Training and Staff Development Report
- Website Statistics Report
- Youth Services Report

MOTION: Frederic **SECOND:** Agnelly
 “To approve the February 2021 Consent Agenda as previously sent to members.
VOTING AYE: Lewis-Jones, Sholl, Frederic, Maples, Read, Agnelly
VOTING NAY: None

DIRECTOR’S REPORT: Lori Barnes, Director, discussed and answered Board questions on her report and items submitted under the Director’s Report.

Training Reports

- How to Write Effective Content for Email and Websites (Garbin)
- Building Children’s Reading Skills (Stevenson)
- C2CC (Brown)
- I’m Ready For My Close Up (Garbin, Barton)

Meeting Reports/Minutes

- January 2021 Managers’ Meeting Minutes

Miscellaneous Reports and Items

- Copies of Newspaper articles and PR Fliers (Bridges)

MOTION: Read **SECOND:** Frederic
 “To approve the February 2021 Director’s Report as previously distributed to members.”
VOTING AYE: Lewis-Jones, Sholl, Frederic, Maples, Read, Agnelly
VOTING NAY: None

OLD BUSINESS: **JGRLS Covid-19 Update**

-Lori Barnes, Director, and the Regional Board discussed procedures on the possible re-opening of all branches.

MOTION: Maples **SECOND:** None
 “To re-open all branches of JGRLS at 50% capacity. Patrons will be required to wear a PPE/mask upon entering the facilities.”
-Motion died

MOTION: Maples

SECOND: Agnelly

"To re-open all branches of JGRLS at 50% capacity. Lori Barnes, Director will monitor the situation and be given discretion to open facilities to 75% capacity if conditions warrant. Patrons will be required to wear a PPE/mask upon entering the facilities."

VOTING AYE: Lewis-Jones, Sholl, Frederic, Maples, Read, Agnelly

VOTING NAY: None

JGRLS Organizational Chart- Committee Report

-The Organizational Chart Committee consisting of Carol Lewis-Jones, George Sholl, and Evelyn Read offered their suggestions and feedback on how the JGRLS Organizational Chart should be constructed. Among the recommendations were placing the Branch Managers under the direct supervision of Letha Boulton, Assistant Director/ Branch Services and placing the custodians under the supervision of Tom Wilson, Facilities and Maintenance Coordinator.

NEW BUSINESS: None

ANNOUNCEMENTS: The next regularly scheduled meeting will be 2:00 p.m. Monday, March 22, 2021, via Zoom.

ADJOURNMENT: **MOTION:** Sholl
"That the meeting be adjourned."

Meeting adjourned at 3:40 p.m.

APPROVED: Carol Lewis Jones ADOPTED: 4/26/2021
Chair Date

Minutes recorded by Aaron Taylor, Board Secretary