

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – October 26, 2020

TIME AND PLACE: Monday, October 26, 2020, 2:00 p.m., Pascagoula Public Library Meeting Room

PRESIDING: Carol Lewis-Jones

MEMBERS PRESENT: George Sholl, Susan Agnelly, Cheryl Frederic, Evelyn Read, Nancy Jo Maples (via Zoom), Joanne Anderson

MEMBERS ABSENT: None

OTHERS PRESENT: Lori Barnes, Director; Stacie Zorn, Board Attorney; Aaron Taylor, Administrative Assistant; Alisa St. Amant, Assistant Director-Technical Services (via Zoom); Janet Beatty, Business Manager; Marsha Greer, Singing River Genealogy/ Local History Library Branch Manager; Kim Harvey, Training and Staff Development Coordinator; Ashley Fayard, Library Assistant I, Pascagoula Public Library.

3-D Printer Presentation: Ashley Fayard, Library Assistant I at the Pascagoula Public Library, provided a 3-D printer presentation for the Board and answered any questions they had pertaining to the process.

Welcome Guests: Lori Barnes, Director, introduced Marsha Greer, Singing River Genealogy/ Local History Library Branch Manager, to the Board. Marsha provided updates on the latest news and happenings in her branch. She informed the Board that despite her branch being limited to in-person visits there has been a big increase in e-mail and phone requests from her patrons.

Board Meeting Minutes: Minutes from the August and September 2020 Jackson-George Regional Library Board Meetings

MOTION: Agnelly **SECOND:** Sholl
"To approve the minutes from the September JGRLS Board Meeting and to revise the minutes from the August 2020 JGRLS Board Meeting"
VOTING AYE: Lewis-Jones, Maples, Sholl, Frederic, Agnelly, Read, Anderson
VOTING NAY: None

Correspondence: A copy of an e-mail from Cindy Elmore, Executive Secretary to Barry Cumbest, Jackson County Board of Supervisors, District 1, to Lori Barnes, Director, dated October 19, 2020, re-appointing George Sholl to the JGRS Board of Trustees through October 15, 2025.

FINANCES: Docket of Claims (copy on file) -This report was previously distributed to members. Janet Beatty, Business Manager, submitted an addendum in the amount of \$66,812.84 changing the total of the September 2020 Docket of Claims to \$107,549.43.

MOTION: Sholl **SECOND:** Frederic
"To approve the October 2020 Docket of Claims in the amount of \$29,550.62 and an addendum in the amount of \$38,197.93, totaling \$67,748.55."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Agnelly, Read, Maples, Anderson
VOTING NAY: None

- Janet Beatty left at 2:25 p.m.

PERSONNEL REPORT: October Personnel Report

MOTION: Sholl **SECOND:** Read
"To approve the October 2020 Personnel Report with the exception of Asst. Director/ Branch Services & Human Resources, as presented by Kim Harvey, Training and Staff Development Coordinator."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Agnelly, Read, Maples, Anderson
VOTING NAY: None

Executive Session: **MOTION:** Read **SECOND:** Frederic

"To move into Closed Session to determine if Executive Session is needed."

Closed Session begins at 2:50 p.m.

The need for Executive Session is proved.

MOTION: Read **SECOND:** Agnelly
"To move into Executive Session."

VOTING AYE: Sholl, Lewis-Jones, Frederic, Maples, Agnelly, Read, Anderson
VOTING NAY: None

Executive Session begins at 2:51 p.m.

MOTION: Read **SECOND:** Frederic
"To move to exit Executive Session."
VOTING AYE: Sholl, Lewis-Jones, Frederic, Maples, Read, Agnelly, Anderson
VOTING NAY: None

Return to Open Session at 3:05 p.m.

MOTION: Frederic **SECOND:** Anderson
"To establish a committee to re-assess the Asst. Director/ Branch Services & Human Resources with an eye towards splitting the job description and dividing duties."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Agnelly, Read, Maples, Anderson
VOTING NAY: None

- **Carol Lewis-Jones appointed George Sholl and Evelyn Read to serve with her on the Committee**

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: Read

SECOND: Frederic

“To approve the October 2020 Consent Agenda as previously sent to members.

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

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

- o America’s News (Brown, Chandler P)
- o Tactics for Time Management (Thompson)
- o What’s Cooking (Damiano)
- o Hoopla Training (Allen, Atwell, Babilon, Barton, Boulton, Brown, Burgan, Chandler, Colston, Couch, Creel, Damiano, Daves, Downey, Galle, Gennaro W, Hickman, Lowery, Martin, McCartney, McQueen, Morgan, Morris, Mundell, Murphy E, Murphy M, O’Hara, Parton, Stevenson, St Amant, Stewart, Tannehill, Thompson K, Thompson S, Wager)
- o Book Repair for Beginners (Brown)
- o Creating Your Personal Strategic Plan (St Amant)

Meeting Reports/Minutes

- o September 2020 Managers’ Meeting Minutes

Miscellaneous Reports and Items

- o Copies of Newspaper articles and PR Fliers (Bridges)

MOTION: Anderson

SECOND: Read

“To approve the October 2020 Director’s Report as previously distributed to members.”

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

VOTING NAY: None

- **Nancy Jo Maples left the meeting at 3:30 p.m.**

OLD BUSINESS:

Level III COVID Re-opening Procedures- Discussion

The Board agreed to keep branch capacity at 50%

Future of Libraries- Follow up

Lori provided follow-up questions from her "Future of Libraries" from the previous month's Board Meeting. The Board will provide further feedback at next month's meeting.

JGRLS Organizational Chart

MOTION: Read **SECOND:** Frederic

"To table the item until next month."

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

VOTING NAY: None

NEW BUSINESS:

Fresh Perspectives 2021

Carol Lewis-Jones provided the Board with a list of recommendations that she would like the Board to consider for the next fiscal year. Among the items listed were for the Board to review and revise the Board's by-laws and the JGRLS Personnel Policies and to continue community outreach.

Upcoming Training- Discussion

Training will be conducted as presented by Director, utilizing Star-12 and Skillpath online resources.

Board Outreach Committee- Discussion

Carol Lewis-Jones provided a thank you letter to our patrons for everyone on the Board to sign. This letter is to be sent out through the JGRLS social media outlets and each branch's Friends of the Library Facebook page.

Date of November/ December Board Meetings

MOTION: Agnelly **SECOND:** Frederic

"To change the date of the November Board Meeting to November 16 at the Pascagoula Public Library meeting room and the date of the December Board Meeting to December 14 via Zoom ."

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


VOTING NAY: None

-The Committee to re-assess the Asst. Director/ Branch Services & Human Resources position agreed to meet on Thursday, November 12th.

ANNOUNCEMENTS: The next meeting will be 2:00 p.m. Monday, November 16, 2020, at the Pascagoula Public Library Meeting Room.

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

Meeting adjourned at 3:54 p.m.

APPROVED:  ADOPTED: 11/16/2020
Chair Date

Minutes recorded by Aaron Taylor, Board Secretary