

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – September 28, 2020

TIME AND PLACE: Monday, September 28, 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, 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; Janet Beatty, Business Manager; Meg Henderson, St. Martin Library Branch Manager.

Board Meeting Minutes: Minutes from the August 31, and September 9, 2020 Jackson-George Regional Library Board Meetings

MOTION: Frederic **SECOND:** Read

“To approve the minutes from the September 9, 2020 JGRLS Board Meeting and to revise the minutes from the August 31, 2020 JGRLS Board Meeting”

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

VOTING NAY: None

Welcome Guests: Lori Barnes, Director, welcomed Meg Henderson, St. Martin Library Branch Manager to give a brief overview of the latest news and happenings at the St. Martin branch. Henderson commended her staff for their hard work during the pandemic. She reported that virtual programming and curbside services has been a success and has received positive feedback from patrons. A report was given on the planned construction progress of the St. Martin branch which will include an expansion of the facility and the creation of a makerspace area and new conference room.

Presentation- “Public Libraries Beyond 2025, a Look at Public Library Service in the Years to Come”- Lori Barnes

Lori Barnes, Director, provided a presentation on the future of public libraries. The comprehensive report started in December of 2019 and included over 30 participants from around the United States.

Correspondence:

A copy of a letter from Carol Lewis-Jones, Board Chair, to Barry Cumbest, Jackson County Supervisor for District 1, dated September 22, 2020, requesting that George Sholl be re-appointed to the JGRLS Board of Trustees.

-Meg Henderson and Joanne Anderson left at 3:08 p.m.

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: Agnelly

SECOND: Sholl

"To approve the September 2020 Docket of Claims in the amount of \$40,736.59 and an addendum in the amount of \$66,812.84, totaling \$107,549.43."

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

VOTING NAY: None

Final Budget Amendments

MOTION: Sholl

SECOND: Frederic

"To approve the final budget amendments for FY20, as submitted by Janet Beatty, Business Manager."

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

VOTING NAY: None

-Joanne Anderson returned at 3:14 p.m.

FY21 Final Budget Approval

MOTION: Sholl

SECOND: Frederic

"To approve the FY21 Budget as submitted by Janet Beatty, Business Manager."

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

VOTING NAY: None

Solicit for Auditors

MOTION: Read

SECOND: Agnelly

"To approve Wolfe, McDuff, & Oppie as the auditors for JGRLS for the FY21."

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

VOTING NAY: None

City of Pascagoula/ Gas Bill

Janet Beatty, Business Manager, reported that the Pascagoula branch will now be responsible for all incurring expenses related to their gas bill going forward. Beatty reported to the Board that a public/utility bond will also need to be purchased.

PERSONNEL REPORT: September Personnel Report

MOTION: Maples **SECOND:** Anderson
"To approve the September 2020 Personnel Report, as presented by Kim Harvey, Training and Staff Development Coordinator."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Agnelly, Read, Maples, Anderson
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: Sholl **SECOND:** Read
"To approve the September 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

- Word & Excel Review (Hinkel)
- Sirsi Support Center (Hinkel, Evans, Woods)
- Getting Started With Overdrive (Damiano, Woods)
- Newsbank (Thompson, Barton, Womble, Holifield, French, Howton, Stringfield)
- Book Repair for Beginners (Barton)
- Fall 2019 Collection (Barton)
- Digital Interactive Notebooks (Barton)
- Buzzing Books for Fall (Damiano)
- Virtual Platform Possibilities (Fayard)
- Measuring Virtual Programs (Fayard)
- MDL Metadata Training (Greer)
- 2020 Hurricane Season (Greer)
- Fall Adult Announcements (Damiano)
- Fall Mystery Preview (Damiano)

Meeting Reports/Minutes

- August 2020 Managers' Meeting Minutes

Miscellaneous Reports and Items

- Copies of Newspaper articles and PR Fliers (Bridges)

MOTION: Agnelly **SECOND:** Anderson

"To approve the September 2020 Director's Report as previously distributed to members."

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

VOTING NAY: None

OLD BUSINESS:

Level III COVID Re-opening Procedures- Discussion

MOTION: Frederic **SECOND:** Agnelly

"To allow patronage of up to 50% capacity within JGRLS branches and to allow Lori Barnes, Director to increase the number up to 75% as conditions permit."

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

VOTING NAY: None

NEW BUSINESS:

JGRLS Organizational Chart (Copy on File)

The Board discussed the current layout of the JGRLS Organizational Chart and any potential changes going forward.

Report of Nominating Committee

MOTION: Frederic **SECOND:** Maples
"To elect Carol Lewis-Jones as Chair and Evelyn Read as the Vice Chair of the JGRLS Board of Trustees for the FY21."
VOTING AYE: Sholl, Lewis-Jones, Frederic, Maples, Agnelly, Read, Anderson
VOTING NAY: None

-Janet Beatty left at 4:08 p.m.

Board Outreach Committee

Susan Agnelly reported on the ideas she had to better promote JGRLS through Board Outreach. Among the ideas mentioned:
- "Library Appreciation Day" - serving coffee and cakes to patrons.
- A card/letter with the JGRLS letterhead being signed by all Board members thanking patrons for their support and use of the library. The card/letter would be posted on social media outlets.
- Create a new brochure for Board members to distribute at the branch/branches within their district.

Executive Session:

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

Closed Session begins at 4:20 p.m.

The need for Executive Session is proved.

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

Executive Session begins at 4:21 p.m.


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

Return to Open Session at 5:06 p.m.

ANNOUNCEMENTS: The next meeting will be 2:00 p.m. Monday, October 26, 2020, at the Pascagoula Public Library Meeting Room.

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

Meeting adjourned at 5:10 p.m.

APPROVED:  ADOPTED: 10/26/2020
Chair Date

Minutes recorded by Aaron Taylor, Board Secretary