

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – August 23, 2021

TIME AND PLACE: Monday, August 23, 2021, 2:00 p.m., Pascagoula Public Library Meeting Room

PRESIDING: Carol Lewis-Jones

MEMBERS PRESENT: George Sholl, Belinda Dammen, Betty Ryals (via Zoom), Evelyn Read, Susan Agnelly, Nancy Jo Maples

MEMBERS ABSENT: None

OTHERS PRESENT: Alisa St. Amant, Interim Director (via Zoom); Stacie Zorn, Board Attorney; Kim Harvey, Business Manager; Letha Boulton, Assistant Director/ Branch Services; Ken Taylor, Jackson County Board of Supervisors, District Three.

Welcome Guests: Ken Taylor, Jackson County Supervisor, District Three advised that the City of Pascagoula has no money to help cover the cost to repair the Pascagoula Public Library. The county has set aside \$2 million to the Pascagoula Library renovation project. At this time, once the City of Pascagoula contributes it's fair share, the project will begin. The county will not do any repairs on any of the library buildings until the City of Pascagoula agrees to take care of their building. At this time the city does commit to continue maintaining the HVAC System. The county's discussions for the Moss Point and Ocean Springs renovation projects are on-going. Mr. Taylor advised that the Board attend the Pascagoula City Council meetings to keep informed as to their intentions.

Board Meeting Minutes: **Minutes from the July 2021 Jackson-George Regional Library Board Meeting**

MOTION: Maples

SECOND: Read

"To approve the minutes from the June 2021 JGRLS Board Meeting."

VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples, Agnelly

VOTING NAY: None

Correspondence: A copy of an e-mail correspondence from Matthew Hosey, PE Project Manager/Jackson County Board of Supervisors, to Alisa St. Amant, Interim Director, and Meg Henderson, St. Martin Branch Manager, dated July 28, 2021.

A copy of a letter from Alisa St. Amant, Interim Director, and Meg Henderson, St. Martin Branch Manager, to Brian Fulton, Jackson County Administrator, and the Jackson County Supervisors, dated August 16, 2021.

FINANCES:

Stacie Zorn, Board Attorney, alerted Kim Harvey, Business Manager, that the addendum was not placed in Dropbox for the Board members to review. Kim Harvey then placed the addendum in Dropbox.

Docket of Claims (copy on file) -This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of \$20,386.16 changing the total of the July 2021 Docket of Claims to \$61,801.41.

MOTION: Read **SECOND:** Dammen

"To approve the August 2021 Docket of Claims in the amount of \$41,415.25 and an addendum in the amount of \$20,386.16 totaling \$61,801.41."

VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples, Agnelly

VOTING NAY: None

PERSONNEL REPORT:

Business Manager Consultant:

Janet Beatty, Part-time; 10 hours weekly; 6 months; \$30 hourly

A statement of work devised detailing the above specifics, to include work assignment: provide training.

Purpose: JGRLS Records; A copy to be given to Janet Beatty

August Personnel Report

MOTION: Maples **SECOND:** Sholl

"To approve the August 2021 Personnel Report as presented, and to approve the hiring of Janet Beatty as a consultant for no more than 10 hours a week at a cost of \$30 an hour for no longer than 6 months."

VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples, Agnelly

VOTING NAY: None

-Kim Harvey left at 3:30 p.m.

Monthly Reports:

All matters listed under Item 7, Monthly Reports (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 Monthly Reports 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:** Agnelly

"To approve the August 2021 Monthly Reports as previously sent to members.

VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples, Agnelly

VOTING NAY: None

DIRECTOR'S REPORT: Alisa St. Amant, Interim Director, discussed and answered Board questions on her report and items submitted under the Director's Report.

Training Reports

- Business Etiquette (Creel)
- Magnolia Databases (Colston)
- Essentials of Management (Martin)
- Emergency Broadband Benefit (Bridges)
- Safety Video Training (McLean, O'Brien)
- Customer Service 101 (Whatley)
- Digapalooza (Fayard, Woods)
- Sirsi Dynix MS Users Group (Woods)
- E-Resources Training (O'Brien)
- Transparent Languages (O'Brien)
- Pass Training (O'Brien)
- Social Media and Laptop (O'Brien)
- JGRLS Website (O'Brien)
- Offline Circulation Procedures (O'Brien)
- TeamViewer (O'Brien)
- Cisco (O'Brien)
- Teen Nights (Couch)
- Safety Training (Babilon, Broadus, Bryant, Chandler R, Couch, Damiano, Daves, Evans, Gennaro, Hearndon, Joiner, King, Lee, McCormick, McWilliams, Rainey, Rumfelt, Schultz, Schulze, Stevenson, Stewart)
- MSUG (Damiano)

Appointment of Nominating Committee

Carol Lewis-Jones appointed Evelyn Read, Betty Ryals, and Nancy Jo Maples to the nominating committee for officers for FY 2021-2022.

Board Self-Assessment (copy on file)

Each Board member was asked to review the Board Self-Assessment included in the Dropbox.

EXECUTIVE SESSION: Executive Session

MOTION: Maples **SECOND:** Sholl
"To go into Closed Session to determine if Executive Session is needed."

VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples, Agnelly

VOTING NAY: None

The need for Executive Session is proved.

Letha Boulton left at 4:36 p.m.

MOTION: Sholl **SECOND:** Maples

"To move into Executive Session."

VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples, Agnelly

VOTING NAY: None

Executive Session begins at 4:37 p.m.

MOTION: Sholl **SECOND:** Read

"To move out of Executive Session."

VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples, Agnelly

VOTING NAY: None

-Return to open session at 4:46 p.m.

MOTION: Maples

SECOND: Sholl

"To accept the recommendation of the search committee to have Darlene Broadus, Human Resources Manager, set up interviews for the top three candidates for the Director position."

VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples, Agnelly

VOTING NAY: None

ANNOUNCEMENTS:

The next regularly scheduled meeting will be 2:00 p.m. Monday, September 27, 2021, Pascagoula Public Library Meeting Room.

ADJOURNMENT:

MOTION: Sholl

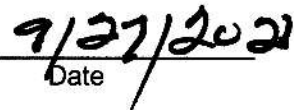
"That the meeting be adjourned."

Meeting adjourned at 4:56 p.m.

APPROVED:


Chair

ADOPTED:


Date

Minutes recorded by Susan Agnelly, Board of Trustees member