

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – February 24, 2020

TIME AND PLACE: Monday, February 24, 2020, 2:00 p.m., Pascagoula Public Library Board Room

PRESIDING: Carol Lewis-Jones

MEMBERS PRESENT: George Sholl, Evelyn Read, Nancy Jo Maples, Joanne Anderson

MEMBERS ABSENT: Cheryl Frederic, Penny Groves

OTHERS PRESENT: Lori Barnes, Director; April McDonald Andrews (substituting in the place of Stacie Zorn), Board Attorney; Cheryl Rupp, Purchasing Agent; Aaron Taylor, Administrative Assistant; Nikita Jenkins, Library Assistant II, Pascagoula; Donna Hinkel, Database Management Technician; Desiree Crawley, Custodian II, Pascagoula; Sue Freeman, Clerk I, Ocean Springs; Sharon Miller, Acquisitions Specialist; Maureen Downey, Youth Services, Ocean Springs.

Staff Presentation to the Board: Nikita Jenkins, Donna Hinkel, and Desiree Crawley presented a card to the Board, signed by the entire staff of JGRLS, thanking them for approving the recent merit and cost of living pay raises.

-Nikita Jenkins, Donna Hinkel, and Desiree Crawley left at 2:04 p.m.

Employees of the Month: Lori Barnes presented the employee of the month for December 2019, Sue Freeman, Clerk I, Ocean Springs, the employee of the month for January, Sharon Miller, Acquisitions Specialist, and the employee of the month for February, Maureen Downey, Youth Services, Ocean Springs.

-Sue Freeman, Sharon Miller, and Maureen Downey left at 2:06 p.m.

Board Meeting Minutes: Minutes from the January 27, 2020 Jackson-George Regional Library Board Meeting

Nancy Jo Maples requested that additional details pertaining to Lucedale Mayor Darwin Nelson and Lucedale Friends member

Richmond McKay be added to the "Welcome to Lucedale" section of the minutes.

MOTION: Maples

SECOND: Scholl

"To table the approval of the January 2020 Minutes to the March 2020 Meeting"

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

VOTING NAY: None

Vanceleave Library- Discussion & Update

The Board requested that they would like to see the new Branch Manager of Vanceleave form a good working relationship with the members of the Vanceleave Friends of the Library. An update on the Gautier Friends and their tax status with the State will be provided at the March meeting.

Correspondence:

A copy of a letter from Lisa Jones, Mississippi Digital Library Director, to Marsha Greer, Singing River Genealogy/ Local History Branch Manager, dated February 4, 2020, announcing her as the recipient of the 2020 Cultural Heritage Digitization Award.

A copy of a letter from Alisa St. Amant, Assistant Director, to Guy Harriton, dated February 18, 2020, permanently banning him from all branches of JGRSL.

FINANCES:

Voided Checks

Cheryl Rupp, Purchasing Agent, made the request that the Board approve voiding check #0037534 to Bethany Carlisle dated December 16, 2019 in the amount of \$112.93, check #0037407 to William McLelland dated October 28, 2019 in the amount of \$6.96, check #0037463 to Rachel Chandler dated November 18, 2019 in the amount of \$1.68, and check #0037520 to AT&T Mobility dated December 16, 2019 in the amount of \$247.40.

MOTION: Maples **SECOND:** Read

"To approve voiding checks #0037534, #0037407, and #0037520."

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

VOTING NAY: None

The Board requested that research be done in order to find out the cost of re-issuing lost expense checks and for putting a stop payment on lost expense checks

MOTION: Read **SECOND:** Sholl

"To approve voiding check #0037463."

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

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 \$12,399.18 changing the total of the February 2020 Docket of Claims to \$86,443.10.

MOTION: Anderson **SECOND:** Sholl

“To approve the February 2020 Docket of Claims in the amount of \$74,043.92 and an addendum in the amount of \$12,399.18 totaling \$86,443.10.”

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

VOTING NAY: None

Direct Deposit of Expense Checks

MOTION: Maples **SECOND:** Read

“To start the process of looking into the details of JGRLS to begin using direct deposit for all expense checks”

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

VOTING NAY: None

Travel Request

(Previously approved by Board Chair, Carol Lewis-Jones)- Lori Barnes, Director, to attend the ALA National Legislative Day in Washington, D.C. on May 3-6, 2020 (No expense for JGRLS)

-Cheryl Rupp left at 3:00 p.m.

PERSONNEL REPORT: February Personnel Report

MOTION: Maples **SECOND:** Read

“To approve the February 2020 Personnel Report, as presented by Pam Armstrong, Assistant Director Branch Services.”

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

VOTING NAY: None

CONSENT AGENDA: All matters listed under Item 6, 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:

A staff re-assignment plan involving the potential closing of the Pascagoula Branch was discussed. (copy on file)

George Sholl requested that a subject to change notice be added to the plan.

NEW BUSINESS:

Staff Development Day Closure (Tuesday, April 21, 2020)

MOTION: Anderson **SECOND:** Maples
"To approve the closure of all JGRLS branches to the public on Tuesday, April 21, 2020, for Staff Development Day."
VOTING AYE: Lewis-Jones, Sholl, Maples, Read, Anderson
VOTING NAY: None

Moss Point Advisory Board

Carol Lewis-Jones stated that plans are in the works for the possible re-organization of the Moss Point Library Advisory Board.

Board Packet

The Board requested that the monthly Board Packets be made accessible through Dropbox/E-mail by the end of the business day on the Tuesday prior to the Board Meeting.

MOTION: Sholl **SECOND:** Read
"To begin posting the JGRLS Board Meeting Agendas and approved Minutes on the JGRLS website."
VOTING AYE: Lewis-Jones, Sholl, Maples, Read, Anderson
VOTING NAY: None

ANNOUNCEMENTS:

The 2020 JGRLS Volunteer Reception will be held in the Pascagoula Library Meeting Room on March 17, 2020.

The next meeting will be 2:00 p.m. Monday, March 23, 2020, St. Martin Public Library Meeting Room.

ADJOURNMENT:

MOTION: Sholl **SECOND:** Read
"That the meeting be adjourned."

Meeting adjourned at 3:44 p.m.

APPROVED: Carol Jones ADOPTED: 6/2/2020
Chair Date

Minutes recorded by Aaron Taylor, Board Secretary