

(Unofficial Version Not Yet Approved By Board)
JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

TIME AND PLACE: Meeting Minutes – March 28, 2022
Monday, March 28, 2022, 2:00 p.m., Pascagoula Public Library Meeting Room

PRESIDING: Carol Lewis-Jones

MEMBERS PRESENT: Betty Ryals, Belinda Dammen, Evelyn Read, Mark Talley

MEMBERS ABSENT: George Sholl

OTHERS PRESENT: Angie Stewart, Director; April McDonald Andrews, Board Attorney; Kim Harvey, Business Manager; Letha Boulton, Assistant Director/Branch Services; Ashley Fayard, Staff Development and Training Coordinator Julia Johnson, CPA, Senior Auditor of Wolfe, McDuff, and Oppie, P.A.

Board Meeting Minutes: Minutes from the February 2022 Jackson-George Regional Library Board Meeting

MOTION: Ryals **SECOND:** Read
"To approve the minutes from the February 2022 JGRS Board Meeting."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Talley
VOTING NAY: None

Correspondence: None

FINANCES: Presentation of FY 21 Audit Report – Julia Johnson, CPA, Senior Auditor of Wolfe, McDuff, and Oppie, P.A.

MOTION: Read **SECOND:** Ryals
"To approve the FY 2021 Audit Report as proposed by Kim Harvey, Business Manager."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley
VOTING NAY: None

-Julia Johnson left at 2:15 p.m.

Approval of Surplus

MOTION: Dammen **SECOND:** Talley
"To approve the surplus as proposed by Kim Harvey, Business Manager."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley
VOTING NAY: None

Contract Review and Approval

MOTION: Read **SECOND:** Ryals
"To approve the contracts on file as proposed by Kim Harvey, Business Manager."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley
VOTING NAY: None

Docket of Claims

This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of \$35,257.21, changing the total of the March 2022 Docket of Claims to \$97,267.31.

MOTION: Ryals **SECOND:** Dammen
"To approve the March 2022 Docket of Claims in the amount of \$62,010.10 and an addendum in the amount of \$35,257.21, totaling \$97,267.31."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley
VOTING NAY: None

PERSONNEL REPORT: **March Personnel Report**

MOTION: Ryals **SECOND:** Talley
"To approve the March 2022 Personnel Report as presented by Darlene Broadus, Human Resources Manager."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley
VOTING NAY: None

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: Read

SECOND: Ryals

“To approve the March 2022 Monthly Reports as previously sent to JGRS Board members.

VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley

VOTING NAY: None

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

Training Reports

- Active Shooter (MacLellan, Moore)
- Boosting Employee Performance (Barton)
- Conflict Resolution (Langley)
- Customer Centric-Data Experts (Woods)
- Digital Safety (MacLellan, Moore)
- Emergency Response Manual (MacLellan, Moore)
- Employee Engagement (Barton)
- Extreme Customer Service (MacLellan, Moore)
- Genealogy Series (Brown)
- Harassment Training (Schulze)
- ILL Training (Lee)
- Leadership (Barton)
- Legally Terminating Employees (Boulton)
- Libby by Overdrive (Moore)
- Magnolia Overview (MacLellan, Moore)
- Mapping the 1950 Census (Brown)
- Novelist (MacLellan, Moore)
- Oceans of Possibilities (Daves, Rumpfelt)
- Pandemic Safety (MacLellan, Moore)
- PIC Duties (Byars-Williams, Joiner, Langley)
- Plan for Success with Community-Led Strategies (Broadus, Brown, Thompson)
- Privacy and Confidentiality Training (Allen, Beaugez, Brown, Burgan, Byars-Williams, Chandler, Collier, Colston, Creel, Daves, Downey, Gennaro W, Havard, Jaggard, Joiner, Langley, Lee, Lowery, Martin, McCartney, McCormick, Murphy E, O’Brien, Parton, Rumpfelt, Sherrod, Stevenson, Thompson)
- Safety Training (MacLellan, Moore)

- Spring Graphic Novels (Lee)
- Transparent Languages (Moore)

Miscellaneous Reports and Items

- Copies of Newspaper articles and PR Fliers/Marketing Information (Bridges)

MOTION: Read

SECOND: Ryals

“To approve the March 2022 Director’s Report as previously distributed to members.”

VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley

VOTING NAY: None

OLD BUSINESS:

HB 136 2021: State Required Bonding Policy

Kim Harvey presented information on different companies that offer bonding services in the area. She will gather more information for the next Board meeting.

TLC Contract (Document on File)

NEW BUSINESS:

Assessment of Required DropBox Reports

The Director expressed concern over the quantity of training reports and PR material that the Board views each month. With consensus from the Board, a synopsis will be provided instead of a full report.

Financial Snapshot

A financial snapshot of the library System will be provided to the Board each month going forward.

Leap Pad Policy (Document on File)

Spring Plans for the Vancleave Friends

Betty Ryals said the Vancleave Friends of the Library is having a Spring Arts and Crafts Festival in May. She discussed their plans.

Betty Ryals stated that the Vancleave Friends of the Library bought a new cash register for themselves as the old one was obsolete.

ANNOUNCEMENTS:

The next regularly scheduled Regional Board meeting will be 2:00 p.m. Monday, April 25, 2022, Pascagoula Public Library Meeting Room.

ADJOURNMENT:

MOTION: Read
"That the meeting be adjourned."

Meeting adjourned at 3:06 p.m.

APPROVED:  ADOPTED: 4/25/2022
Chair Date

Minutes recorded by Ashley Fayard, Staff Development and Training Coordinator