

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – November 18, 2019

TIME AND PLACE: Monday, November 18, 2019, 2:00 p.m., Pascagoula Public Library Meeting Room

PRESIDING: Carol Lewis-Jones

MEMBERS PRESENT: Joanne Anderson, George Sholl, Cheryl Frederic, Evelyn Read

MEMBERS ABSENT: Nancy Jo Maples, Penny Groves

OTHERS PRESENT: Lori Barnes, Director; Stacie Zorn, Board Attorney; Alisa St. Amant, Assistant Director Technical Services; Janet Beatty, Business Manager; Aaron Taylor, Administrative Assistant; Monique Stevenson, Youth Services Library Assistant I, Moss Point Library; Susan Kelly Garrett, Vancleave Friends of the Library.

Employee of the Month: Lori Barnes introduced the Employee of the Month for November, Monique Stevenson, Youth Services Library Assistant I, Moss Point Public Library.

Monique Stevenson left at 2:05 p.m.

Board Meeting Minutes: Minutes from the October 28, 2019 Jackson-George Regional Library Board Meeting

MOTION: Read **SECOND:** Sholl
"To approve the minutes from the October 28, 2019 Jackson-George Regional Library Board Meeting."
VOTING AYE: Lewis-Jones, Sholl, Read, Anderson
VOTING NAY: None

FINANCES: Voided Check -- Janet Beatty, Business Manager, requested that the Board approve voiding check #0037013 to Rachel Chandler, dated June 24, 2019 in the amount of \$1.68.

MOTION: Read **SECOND:** Anderson
"To approve voiding check number 0037013 to Rachel Chandler dated June 24, 2019 in the amount of \$1.68."
VOTING AYE: Lewis-Jones, Sholl, Anderson, Read
VOTING NAY: None

Voided Check -- Janet Beatty, Business Manager, requested that the Board approve voiding check #0037213 to Margaret Henderson dated August 26, 2019 in the amount of \$23.20.

MOTION: Sholl **SECOND:** Read
"To approve voiding check number 0037213 to Margaret Henderson dated August 26, 2019 in the amount of \$23.20."
VOTING AYE: Lewis-Jones, Sholl, Anderson, Read
VOTING NAY: None

Voided Check -- Janet Beatty, Business Manager, requested that the Board approve voiding check #0037401 to Kone Inc., dated October 28, 2019 in the amount of \$2476.64.

MOTION: Sholl **SECOND:** Read
"To approve voiding check number 0037401 to Kone Inc. dated October 28, 2019 in the amount of \$2476.64."
VOTING AYE: Lewis-Jones, Sholl, Anderson, Read
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 \$18,533.60 changing the total of the November Docket of Claims to \$64,442.70.

MOTION: Anderson **SECOND:** Read
"To approve the November Docket of Claims in the amount of \$45,909.10 and an addendum in the amount of \$18,533.60 totaling \$64,442.70."
VOTING AYE: Lewis-Jones, Sholl, Anderson, Read
VOTING NAY: None

Janet Beatty left at 2:13 p.m.

PERSONNEL REPORT: November Personnel Report

MOTION: Read **SECOND:** Sholl
"To approve the November 2019 Personnel Report, as presented by Pam Armstrong, Assistant Director Branch Services."
VOTING AYE: Lewis-Jones, Sholl, Anderson, Read
VOTING NAY: None

Cheryl Frederic arrived at 2:15 p.m.

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:

- 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: Anderson

“To approve the November 2019 Consent Agenda as previously sent to members.

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

- Weeding (Stevenson)
- Social Media (Stevenson)
- Reference (Stevenson)
- Talking Book Services (Stevenson)
- Library History and Structure (Stevenson)
- Sirsi Support Mentor (Boulton L)
- MLA Conference (Armstrong)
- US Census Research (Brown)
- Blue Cloud Cataloging (Woods)
- Workflows Cash Report (Boulton L)
- Telephone Skills for Administration (Harvey)
- Genealogy 101 (Brown)
- Improving Customer Service Skills (Frag)
- Business Etiquette (Frag)

Meeting Reports/Minutes

- o October 2019 Managers' Meeting Minutes

Miscellaneous Reports and Items

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

MOTION: Frederic **SECOND:** Anderson
"To approve the November 2019 Director's Report as previously distributed to members."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Read, Anderson
VOTING NAY: None

OLD BUSINESS:

St. Martin Library Expansion Update

Lori Barnes, Director, will be meeting with Dennis Cowart, Cowart Architecture, and Brian Fulton, Jackson County Administrator, on Friday, November 22, 2019 to further discuss plans on the St. Martin branch expansion.

Vancleave Friends of the Library MOU Discussion

MOTION: Frederic **SECOND:** Read
"To have Lori Barnes, Director, develop and distribute a generalized version of a memorandum of understanding between JGRSL and each Friends group."
VOTING AYE: Lewis-Jones, Sholl, Frederic, Read, Anderson
VOTING NAY: None

Lori Barnes will report all feedback from the Friends groups at January's Board Meeting.

NEW BUSINESS:

MLA Library Champion Award

- Lori Barnes presented Joanne Anderson with 2019 MLA Library Champion Award.

ANNOUNCEMENTS:

The next meeting will be 2:00 p.m. Monday, December 16, 2019, Pascagoula Public Library Board Room.

ADJOURNMENT:

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

Meeting adjourned at 3:02 p.m.

APPROVED: Sam Lewis Jones ADOPTED: 12/16/2019
Chair Date

Minutes recorded by Aaron Taylor, Board Secretary