

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – October 25, 2021

TIME AND PLACE: Monday, October 25, 2021, 2:00 p.m., Pascagoula Public Library Meeting Room

PRESIDING: Carol Lewis-Jones

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

MEMBERS ABSENT: Susan Agnelly

OTHERS PRESENT: Angie Stewart, Director; Stacie Zorn, Board Attorney; Kim Harvey, Business Manager; Letha Boulton, Assistant Director/Branch Services; Alisa St. Amant, Assistant Director/CMS; Aaron Taylor, Administrative Assistant to the Director.

Board Meeting Minutes: Minutes from the September 21, 2021 and September 2021 Jackson-George Regional Library Board Meetings

MOTION: Ryals **SECOND:** Read
"To approve the minutes from the August 2021 JGRLS Board Meeting."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Maples
VOTING NAY: None

Correspondence: A copy of an e-mail from Sharmaine Frazier, Mississippi Library Commission State E-Rate Coordinator, to Sharon Miller, JGRLS Purchasing Agent, dated October 12, 2021.

FINANCES: Docket of Claims (copy on file) -This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of \$46,074.62 changing the total of the October 2021 Docket of Claims to \$73,765.93.

MOTION: Maples **SECOND:** Ryals
"To approve the October 2021 Docket of Claims in the amount of \$27,691.31 and an addendum in the amount of \$46,074.62 totaling \$73,765.93."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Maples
VOTING NAY: None

Signature Disclosure (copy on file)

MOTION: Maples **SECOND:** Ryals
"To approve the Signature Disclosure, as presented by Kim Harvey, Business Manager."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Maples
VOTING NAY: None

-Kim Harvey left at 2:11 p.m.

PERSONNEL REPORT: October Personnel Report

MOTION: Read **SECOND:** Ryals
"To approve the October 2021 Personnel Report as presented by Darlene Broadus, Human Resources Manager."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Maples
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: Dammen **SECOND:** Ryals
"To approve the October 2021 Monthly Reports as previously sent to members."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Maples
VOTING NAY: None

-George Sholl arrived at 2:21 p.m.

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

Training Reports

- o Active Shooter (Garlich)
- o Beehive Resource Training Update (Evans)
- o Cluster Email Strategy (Bridges)
- o Federal Employment Law (Barton, Henderson, Morgan, Rainey, Stewart, Stringfield)
- o How to Handle Emotions Under Pressure (Fayard)
- o Ingram (Damiano, Williams-Murphy)
- o Librarianship 101 (Beaugez, Chandler)
- o LJ Day of Dialog (Damiano)
- o MLA Virtual Conference (Damiano, Fayard)
- o Optimizing Access and Discovery (Brown)
- o Safety Training (Garlich, Mundell, Powe)
- o Statistics Training (Stewart)
- o Successful Strategies for the Introverted Leader (Fayard)

Miscellaneous Reports and Items

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

MOTION: Maples **SECOND:** Ryals
"To allow Angie Stewart, Director, to hire a third-party cleaning service for JGRLS."
VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples
VOTING NAY: None

MOTION: Read **SECOND:** Dammen
"Wearing masks to become optional for staff and patrons, effective immediately."
VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples
VOTING NAY: None

MOTION: Read **SECOND:** Maples
"To approve the October 2021 Director's Report as previously distributed to members."
VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Maples
VOTING NAY: None

OLD BUSINESS: Staffing Issues and Branch Hours

Angie Stewart, Director, discussed possible changes to staffing and operational hours due to budget constraints.

NEW BUSINESS: St. Martin Closure (Nov.1st- Feb. 1st.)

Angie Stewart announced that the St. Martin Public Library will be closed to the public from November 1, 2021 to approximately February 1, 2022, due to construction.

-Nancy Jo Maples was presented with her “Gold Card” by Carol Lewis-Jones for her 10 years of service for serving on the JGRS Board of Trustees.

ANNOUNCEMENTS: The next regularly scheduled Regional Board meeting will be 2:00 p.m. Monday, November 22, 2021, Pascagoula Public Library Meeting Room.

ADJOURNMENT: MOTION: Shall “That the meeting be adjourned.”

Meeting adjourned at 3:05 p.m.

APPROVED:  CHAIR
ADOPTED: 11/27/2021
Date

Minutes recorded by Aaron Taylor, Administrative Assistant