

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – April 23, 2022

TIME AND PLACE: Monday, April 23, 2022, 2:00 p.m., Pascagoula Public Library Meeting Room

PRESIDING: Carol Lewis-Jones

MEMBERS PRESENT: Betty Ryals, Belinda Dammen, Evelyn Read, George Sholl

MEMBERS ABSENT: Mark Talley

OTHERS PRESENT: Angie Stewart, Director; Stacie Zorn, Board Attorney; Kim Harvey, Business Manager; Letha Boulton, Assistant Director/Branch Services; Ashley Fayard, Staff Development and Training Coordinator; Cory Joiner, Administrative Assistant

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

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

Correspondence: A copy of a letter from Margaret Reynolds, a patron of the Ocean Springs Municipal Library, to Carol Lewis-Jones, JGRLS Board Chair, and Angela Stewart, JGRLS Director, voicing concerns about the use of funds previously designated for A-List print materials, dated April 22, 2022.

FINANCES: Voided Check (document on file)
MOTION: Ryals **SECOND:** Sholl
"To void check #0200205 for Lynn Rainey, in the amount of \$3.83."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Sholl
VOTING NAY: None

Docket of Claims (document on file)
This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of \$99,615.93, changing the total of the April 2022 Docket of Claims to \$157,266.50.

MOTION: Sholl

SECOND: Read

"To approve the April 2022 Docket of Claims in the amount of \$57,650.57 and an addendum in the amount of \$99,615.93, totaling \$157,266.50.

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

VOTING NAY: None

***Carol Lewis-Jones asked Belinda Dammen and George Sholl to serve on the budget committee, and both agreed. The budget committee will meet with Kim Harvey and Carol Lewis-Jones during May. Stacie Zorn was asked to meet with Angie during May to prepare contract letters. Contract letters need to go out in June.**

PERSONNEL REPORT:

April Personnel Report

MOTION: Read

SECOND: Dammen

"To approve the April 2022 Personnel Report as presented by Darlene Broadus, Human Resources Manager."

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

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: Sholl

SECOND: Read

"To approve the April 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: Ryals

SECOND: Read

"To approve the April 2022 Director's Report as previously distributed to members."

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

VOTING NAY: None

OLD BUSINESS:

Bonding of Employees

Kim Harvey presented information on the bonding of employees, including the number of employees to be bonded and the total cost.

Financial Snapshot (document on file)

The Director presented information regarding the financial situation of the JGRLS. Included in the snapshot was a summary of savings from the 2021/2022 fiscal year.

Air Quality Report – Pascagoula Library

The Director presented the results of the report, which found no evidence of mold in the Pascagoula library.

NEW BUSINESS:

Proposal for Library Hour Adjustments

The Director presented a request to the board that all library hours be adjusted to address system staffing issues. The proposal offers possible changes that could result in less employee burnout and turnover for the JGRLS. The proposal was tabled, with an agreement that it be revisited in July's regional board meeting

ANNOUNCEMENTS:

The next regularly scheduled Regional Board meeting will be 2:00 p.m. Monday, May 23, 2022, Pascagoula Public Library Meeting Room.

ADJOURNMENT:

MOTION: Sholl
"That the meeting be adjourned."

Meeting adjourned at 3:05 p.m.

APPROVED:  Chair ADOPTED: 7/25/2022 Date

Minutes recorded by Cory Joiner, Administrative Assistant