# JACKSON-GEORGE REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES

Meeting Minutes - January 23, 2022

TIME AND PLACE: Monday, January 23, 2023, 2:00 p.m., Pascagoula Public Library

**Meeting Room** 

PRESIDING: Belinda Dammen

MEMBERS PRESENT: Betty Ryals, George Sholl, Lisa Hedegaard, Mark Talley, Ann

Chapman, Evelyn Read

MEMBERS ABSENT: None

OTHERS PRESENT: Angie Stewart, Director; Tristan Armer, Attorney at Heidelberg

Steinberger, P.A.; Kim Harvey, Business Manager; Jeanne Damiano, Assistant Director/CMS; Letha Boulton, Assistant Director/Branch Services; Cory Joiner, Administrative Assistant; Jim Thompson, Pascagoula Library Manager; Stephanie Packer,

PR Specialist

Director Angela Stewart introduced the board to two new hires: Jim Thompson, Pascagoula Library Manager; and Stephanie Packer, PR Specialist. After their introductions,

Jim and Stephanie both left the meeting at 2:05 p.m.

#### **BOARD MEETING MINUTES:**

Minutes from the December 2022 Jackson-George Regional Library Board Meeting

MOTION: Sholl SECOND: Ryals

"To approve the minutes from the December 2022 JGRLS Board

Meeting."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY:** None

**CORRESPONDENCE:** 

None

**FINANCES:** 

**Docket of Claims** 

This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of \$30,934.95, changing the total of the January 2023 Docket of Claims

to \$139,261.10.

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MOTION: Chapman SECOND: Ryals

"To approve the January 2023 Docket of Claims in the amount of \$108,326.15, an addendum in the amount of \$30,934.95, totaling \$139.261.10."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY: None** 

# <u>Commercial Property – Library Contents Insurance Renewal</u> (document on file)

MOTION: Sholl SECOND: Ryals

"To table renewing the library contents insurance until February,

2023.

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY: None** 

Director Angela Stewart said she would look into getting additional quotes for the library's contents insurance from other agencies.

### **Donation to Ocean Springs Library (document on file)**

Business Manager Kim Harvey and Director Angela Stewart presented to the board a donation to the Ocean Springs library in the amount of \$2,000 from an individual who wished for their identity not to be shared publicly.

MOTION: Chapman SECOND: Talley

"To accept the donation to the Ocean Springs Public Library." **VOTING AYE:** Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY:** None

#### 2023 FBP Cafeteria Plan (documents on file)

MOTION: Read SECOND: Sholl

"To approve the 2023 JGRLS Flexible Benefits Plan as proposed

by Business Manager Kim Harvey."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY: None** 

# PERSONNEL REPORT: January 2023 Personnel Report

MOTION: Read SECOND: Sholl

"To approve the January 2023 Personnel Report as presented by

Darlene Broadus, Human Resources Manager."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY: None** 

Kim Harvey left the board meeting at 2:23 p.m.

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#### **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: Chapman

"To approve the January 2023 Monthly Reports as previously sent

to JGRLS Board members."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY: None** 

**DIRECTOR'S REPORT:** 

Angela Stewart, Director, discussed and answered Board questions on her report and items submitted under the Director's Report.

### Miscellaneous Reports and Items

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

MOTION: Hedegaard SECOND: Talley

"To approve the January 2023 Director's Report as previously

distributed to members."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY: None** 

The Director updated the board members on the ongoing renovations to both the Ocean Springs and Moss Point library branches.

## OLD BUSINESS: Ratify Board Attorney Contract (document on file)

MOTION: Shoil SECOND: Read

"To update the contract between JGRLS and Heidelberg Steinberger, P.A. as proposed by Tristan Armer, and to revisit the

contract in May."

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VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY:** None

## Use of Library Funds for PR/Advertising

Tristan Armer presented the board with a Mississippi Attorney General opinion from 2001 in regards to how the library can spend money for PR and/or advertisement.

#### **NEW BUSINESS:**

# Vaccination Policy Revision (document on file)

MOTION: Read SECOND: Sholl

"To remove the vaccination policy present in the JGRLS personnel

policies manual."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY:** None

# MOU Between JGRLS and Moss Point School District

The board members discussed a proposed MOU between the JGRLS and Moss Point School District (MPSD) which would allow the library system partial use of an MPSD facility for a temporary library location.

MOTION: Read SECOND: Talley

"To approve the MOU between JGRLS and the Moss Point School

District as proposed by Director Angela Stewart."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley, Chapman, Read

**VOTING NAY: None** 

ANNOUNCEMENTS:

The next Regional Board meeting will be 2:00 p.m. Wednesday,

February 22, 2023, Pascagoula Public Library Meeting Room.

ADJOURNMENT:

MOTION: Sholl

"That the meeting be adjourned."

Meeting adjourned at 2:49 p.m.

APPROVED:

Chair

ADOPTED

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Minutes recorded by Cory Joiner, Administrative Assistant