

**JACKSON-GEORGE REGIONAL LIBRARY SYSTEM  
BOARD OF TRUSTEES**

**TIME AND PLACE:** Meeting Minutes – July 24, 2023  
Monday, July 24, 2023, 2:00 p.m., Pascagoula Public Library Meeting Room

**PRESIDING:** Belinda Dammen

**MEMBERS PRESENT:** Betty Ryals, Lisa Hedegaard, Mark Talley, Evelyn Read, George Sholl

**MEMBERS ABSENT:** Ann Chapman

**OTHERS PRESENT:** Angie Stewart, Director; Kim Harvey, Business Manager; Jeanne Damiano, Assistant Director/CMS; Letha Boulton, Assistant Director/Branch Services; Tristan Armer, Board Attorney; Cory Joiner, Administrative Assistant

**JGRLS BOARD MEMBER TRAINING:**

Prior to the start of the board meeting, JGRLS board members participated in a half-hour training session hosted by Ashley Fayard, Staff Development and Training Coordinator. The training session focused on the implementation of iPads for JGRLS board member duties.

**EXECUTIVE SESSION:**

**MOTION:** Talley                      **SECOND:** Sholl  
"To go into Closed Session to determine if Executive Session is needed."  
**VOTING AYE:** Ryals, Hedegaard, Talley, Read, Sholl  
**VOTING NAY:** None

**The need for Executive Session is proved.**

**Letha Boulton, Jeanne Damiano, Kim Harvey, and Cory Joiner left the room at 2:02 P.M.**

**MOTION:** Talley                      **SECOND:** Sholl  
"To move into Executive Session to discuss a personnel issue."  
**VOTING AYE:** Ryals, Hedegaard, Talley, Read, Sholl  
**VOTING NAY:** None

**Executive Session begins at 2:03 P.M.**

**MOTION:** Hedegaard                **SECOND:** Talley  
"To move to exit Executive Session."  
**VOTING AYE:** Ryals, Hedegaard, Talley, Read, Sholl  
**VOTING NAY:** None

**Return to Open Session at 2:26 P.M.**

**Letha Boulton, Jeanne Damiano, Kim Harvey, and Cory Joiner returned at 2:26 P.M.**

**BOARD MEETING MINUTES:**

**Minutes from the June 2023 Jackson-George Regional Library Board Meeting**

**MOTION:** Talley                      **SECOND:** Read  
"To approve the minutes from the June 2023 JGRLS Board Meeting."  
**VOTING AYE:** Ryals, Hedegaard, Talley, Read, Sholl  
**VOTING NAY:** None

**CORRESPONDENCE:**

- An email chain between Director Angela Stewart, Business Manager Kim Harvey, Board Attorney Tristan Armer, and Mobile Web Design representative Jay Friday, dated between June 29<sup>th</sup> and July 17<sup>th</sup>, 2023, discussing a quote to redesign the JGRLS website.

**FINANCES:**

**Docket of Claims**

This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of \$29,483.40, changing the total of the June 2023 Docket of Claims to \$108,704.77.

**MOTION:** Read                      **SECOND:** Sholl  
"To approve the July 2023 Docket of Claims in the amount of \$79,221.37, and an addendum in the amount of \$29,483.40, totaling \$108,704.77."  
**VOTING AYE:** Ryals, Hedegaard, Talley, Read, Sholl  
**VOTING NAY:** None

**Contract Review and Approval**

**MOTION:** Read                      **SECOND:** Talley  
"To approve the contract on file as submitted by Angela Stewart, Director, and Kim Harvey, Business Manager, with amendments by Tristan Armer, Board Attorney."  
**VOTING AYE:** Ryals, Hedegaard, Talley, Read, Sholl  
**VOTING NAY:** None

## JGRLS Record Retention Schedule and Removal Policy

**MOTION:** Sholl

**SECOND:** Talley

“To approve Record Retention Schedule and Removal Policy ad proposed by Kim Harvey, Business Manager.”

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

**VOTING NAY:** None

### **PERSONNEL REPORT:**     July 2023 Personnel Report

**MOTION:** Sholl

**SECOND:** Hedegaard

“To approve the July 2023 Personnel Report as presented by Darlene Broadus, Human Resources Manager.”

**VOTING AYE:** Ryals, Hedegaard, Talley, 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:** Read

**SECOND:** Talley

“To approve the July 2023 Monthly Reports as previously sent to JGRLS Board members.”

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

**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.

**Kim Harvey agreed to look into details on out-of-state worker’s compensation for JGRLS employees to attend a proposed training session.**

### Miscellaneous Reports and Items

