JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

Meeting Minutes – May 23, 2022

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

PRESIDING: Carol Lewis-Jones

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

MEMBERS ABSENT: None

OTHERS PRESENT: Angie Stewart, Director; Stacie Zorn, Board Attorney; Kim Harvey, Business Manager; Letha Boulton, Assistant Director/Branch Services; Jeanne Damiano, Assistant Director/CMS; Faith Garbin, Law Library Manager; Lee Hunter, Chair of Law Library Committee; Michelle Tomes Bryan, Vice President of the Jackson County Bar Association; Cory Joiner, Administrative Assistant

WELCOME GUESTS: Carol Lewis-Jones, on behalf of the JGRLS Regional Board of Trustees, and Angela Stewart, welcomed Mr. Lee Hunter, Chair of the Law Library Committee and Michelle Tomes Bryan, Vice President of the Jackson County Bar Association. Lee Hunter and Michelle Tomes Bryan thanked the JGRLS and Faith Garbin for the services the Law Library provides.

LAW LIBRARY RESOLUTION (document on file):

MOTION: Read **SECOND:** Sholl
"To approve the Law Library Resolution as presented by Faith Garbin, Law Library Manager, ratifying and approving the operations of the Jackson County Public Law Library as directed in contract with the Jackson County Board of Supervisors and the Jackson County Bar Association."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Sholl, Talley
VOTING NAY: None

-Faith Garbin, Lee Hunter, and Michelle Tomes Bryan left at 2:35 p.m.

BOARD MEETING MINUTES:

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

MOTION: Ryals **SECOND:** Sholl
"To approve the minutes from the April 2022 JGRLS Board Meeting with corrections to reflect the appointment of JGRLS Board Members Belinda Dammen, George Sholl and Carol Lewis-Jones to the budget committee, along with Kim Harvey, Business Manager."
VOTING AYE: Lewis-Jones, Dammen, Ryals, Read, Talley, Sholl
VOTING NAY: None

CORRESPONDENCE: A copy of a letter from Michael Moore, City Attorney for the City of Pascagoula, to the JGRLS Board of Trustees, in regards to the Pascagoula City Council meeting on May 17th.

-Stacie Zorn was asked to respond to the letter from Michael Moore on behalf of the JGRLS and the Board of Trustees.

FINANCES:

Contract Review and Approval (documents on file)

MOTION: Sholl **SECOND:** Talley
"To approve the contracts on file as proposed by Kim Harvey, Business Manager."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley, Sholl
VOTING NAY: None

Docket of Claims

This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of $26,570.34, changing the total of the May 2022 Docket of Claims to $106,095.70.

MOTION: Sholl **SECOND:** Ryals
"To approve the May 2022 Docket of Claims in the amount of $79,525.36 and an addendum in the amount of $26,570.34, totaling $106,095.70.
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley, Sholl
VOTING NAY: None

PERSONNEL REPORT:

May Personnel Report

MOTION: Sholl **SECOND:** Ryals
"To approve the May 2022 Personnel Report as presented by Darlene Broadus, Human Resources Manager."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley, 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: Ryals **SECOND:** Sholl
"To approve the May 2022 Monthly Reports as previously sent to JGRLS Board members.
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley, Sholl
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

- 3D Pen (Mundell)
- Active Shooter (Roberts, Burgess)
- Communication Webinar (Beaugez)
- Digital Safety (Roberts, Burgess)
- Emergency Response Manual (Roberts, Burgess)
- Engaging Storytimes (Stevenson)
- Federal Employment Law (Schulze)
- Learning Express Library (Martin, Parton)
- Magnolia Overview (Roberts, Burgess)
- Pandemic Safety (Roberts, Burgess)
- Plan for Success with Community-Led Strategies (Babilon)
- Safety Training (Roberts, Burgess)
- Universal Class (Burgan, Havard, Moore)

Miscellaneous Reports and Items

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

MOTION: Sholl **SECOND:** Read
"To approve the May 2022 Director's Report as previously distributed to members."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley, Sholl
VOTING NAY: None

OLD BUSINESS: None

NEW BUSINESS:

Clarification Regarding Board Approvals for Internal Staff Promotions

Director Angela Stewart requested clarification regarding how internal staff promotions for certain circulation staff positions should be approved. She proposed that changes to the policy could help address system-wide staffing issues.

MOTION: Ryals **SECOND:** Read
"To revise the JGRLS policy regarding internal staff promotions for certain circulation staff positions."
VOTING AYE: Lewis-Jones, Ryals, Dammen, Read, Talley, Sholl
VOTING NAY: None

SRGLHL Memorandum of Understanding

Director Angela Stewart proposed revising the M.O.U. between the Singing River Genealogy and Local History Library and the Singing River Historical Society to include a Diversity/Inclusion statement for both parties. No changes were made during the meeting.

GUEST SPEAKER ANNE' MACMILLION:

Ms. Anne' MacMillion voiced her complaints regarding her treatment at the Jackson County Historical and Genealogical Society meeting.

EXECUTIVE SESSION:

Executive Session

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

The need for Executive Session is proved.

Angie Stewart, Letha Boulton, Kim Harvey, Jeanne Damiano, and Cory Joiner left at 3:13 p.m.

MOTION: Read **SECOND:** Sholl
"To move into Executive Session."
VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Talley
VOTING NAY: None

Executive Session begins at 3:15 p.m.

MOTION: Read **SECOND:** Sholl
"To move out of Executive Session."
VOTING AYE: Lewis-Jones, Sholl, Dammen, Ryals, Read, Talley
VOTING NAY: None

-Return to open session at 3:32 p.m.

ANNOUNCEMENTS: The next regularly scheduled Regional Board meeting will be 2:00 p.m. Monday, June 27, 2022, Pascagoula Public Library Meeting Room.

ADJOURNMENT: **MOTION:** Sholl
"That the meeting be adjourned."

Meeting adjourned at 4:03 p.m.

APPROVED: _____ ADOPTED: 27 JUN 2022
Chair Date

Minutes recorded by Cory Joiner, Administrative Assistant