

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

TIME AND PLACE: Meeting Minutes – March 25th, 2024
Monday, March 25th, 2024, 2:00 p.m., Heidelberg, Steinberger,
Burrow, & Armer P.A. Conference Room

PRESIDING: Belinda Dammen

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

MEMBERS ABSENT: Ann Chapman

OTHERS PRESENT: Angie Stewart, Director; Letha Boulton, Assistant Director/Branch Services; Jeanne Damiano, Assistant Director/CMS/IT; Kim Harvey, Business Manager; Tristan Armer, Board Attorney; Cory Joiner, Administrative Assistant; Garrett Dombrowski, Risk Advisor at Lemon Mohler; Michelle Gist, CPA at Wolfe, McDuff & Oppie

WELCOME GUESTS: The board welcomed Garrett Dombrowski from Lemon Mohler Insurance Agency and Michelle Gist from Wolfe, McDuff & Oppie C.P.A. to the meeting.

INSURANCE PRESENTATION:

Garrett Dombrowski presented the board with an overview of the proposed changes to various library insurance policies. The board was also provided with information packets which thoroughly broke down the current and proposed insurance policies for the JGRLS.

Garrett Dombrowski left the meeting at 2:16 p.m.

AUDIT PRESENTATION:

Michelle Gist reviewed the audit for FY 2022-2023 for the board, and provided the board with multiple bound copies of the audit report. Michelle also said that she would send an official copy for JGLRS records. Before leaving, Michelle answered a few questions from the board regarding a proposed changed to payroll policy (outlined in "Finances").

Michelle Gist left the meeting at 2:37 p.m.

BOARD MEETING MINUTES:

Minutes from the February 2024 Board Meeting and Special Called Meeting

MOTION: Sholl **SECOND:** Hedegaard
"To adopt the minutes from the February 2024 Jackson-George Regional Library Board Meeting and the February 26th Special Called Meeting."
VOTING AYE: Ryals, Sholl, Hedegaard, Talley
VOTING NAY: None

CORRESPONDENCE:

- None

FINANCES:

Proposed Changes to Payroll End-of-Month Procedures

Business Manager Kim Harvey proposed a change in policy to payroll procedures. Michelle Gist claimed that there would be no issues with the change for the FY audit.

MOTION: Ryals **SECOND:** Talley
"To approve the changes to the end-of-month payroll procedures as proposed by Kim Harvey, Business Manager."
VOTING AYE: Ryals, Sholl, Hedegaard, Talley
VOTING NAY: None

Docket of Claims

This report was previously distributed to members.

MOTION: Ryals **SECOND:** Sholl
"To approve the March 2024 Docket of Claims in the amount of \$95,344.55."
VOTING AYE: Ryals, Sholl, Hedegaard, Talley
VOTING NAY: None

Late Bills for March 2024

MOTION: Sholl **SECOND:** Hedegaard
"To approve the payment of bills received after the board meeting as outlined by Kim Harvey, Business Manager."
VOTING AYE: Ryals, Sholl, Hedegaard, Talley
VOTING NAY: None

Lemon Mohler Proposal for Commercial Insurance Program

MOTION: Hedegaard **SECOND:** Talley
"To approve the proposed commercial insurance plan as provided by Lemon Mohler and presented by Garrett Dombrowski, Director Angela Stewart, and Business Manager Kim Harvey."
VOTING AYE: Ryals, Sholl, Hedegaard, Talley
VOTING NAY: None

Revised Debit Card Policy

As per the board's request during the February 2024 board meeting, Kim Harvey presented the board with a revised debit card policy. Board Attorney Tristan Armer recommended that the policy include a section regarding reconciliation and record retention.

MOTION: Ryals

SECOND: Talley

"To approve the JGRS debit card policy as proposed by Kim Harvey, Business Manager, pending revisions as suggested by Board Attorney Tristan Armer."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley

VOTING NAY: None

PERSONNEL REPORT:

March 2024 Personnel Report

MOTION: Hedegaard

SECOND: Ryals

"To approve the March 2024 Personnel Report as provided by Darlene Broadus, Human Resources Manager."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley

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: Talley

SECOND: Sholl

"To approve the March 2024 Monthly Reports as previously sent to JGRS Board members."

VOTING AYE: Ryals, Sholl, Hedegaard, Talley

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.

George Sholl suggested providing inside signage for the Singing River Genealogy and Local History Library's new temporary location within the Moss Point Public Library.

Miscellaneous Reports and Items

- o Copies of Newspaper articles and PR Fliers/Marketing Information
- o Pascagoula Library Renovation Project Updates

MOTION: Hedegaard **SECOND:** Ryals
"To approve the March 2024 Director's Report as previously distributed to members."
VOTING AYE: Ryals, Sholl, Hedegaard, Talley
VOTING NAY: None

OLD BUSINESS:

Lucedale Public Library Funding

The board discussed ongoing developments regarding the FY 2023-2024 budget for the Lucedale Public Library. The board asked Tristan Armer, Board Attorney, to reach out to the City of Lucedale and George County about the budget.

Lisa Hedegaard left the meeting at 3:31 p.m.

NEW BUSINESS:

Pascagoula Public Library Pre-Construction Meeting Discussion

The director briefed the board on the details of the latest preconstruction meeting for the Pascagoula Public Library, which was held on March 19th. The director shared the current plan for the project with the board, as well as the closing date for the Pascagoula Public Library.

ANNOUNCEMENTS:

The next Regional Board meeting will be 2:00 p.m. Monday, April 22nd, 2024, at the offices of Heidelberg, Steinberger, Burow, & Armer, P.A.

ADJOURNMENT:

MOTION: Sholl
"That the meeting be adjourned."

Meeting adjourned at 3:44 p.m.

APPROVED:  ADOPTED: 4/22/2024
Chair Date

Minutes recorded by Cory Joiner, Administrative Assistant