

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES

TIME AND PLACE: Meeting Minutes – February 21, 2022
Monday, February 21, 2022, 2:00 p.m., Pascagoula Public Library Meeting Room

PRESIDING: Carol Lewis-Jones

MEMBERS PRESENT: George Sholl, Betty Ryals, Belinda Dammen, Evelyn Read, Mark Talley (via phone)

MEMBERS ABSENT: None

OTHERS PRESENT: Angie Stewart, Director; Stacie Zorn, Board Attorney (via telephone/Zoom); Kim Harvey, Business Manager; Letha Boulton, Assistant Director/Branch Services; Aaron Taylor, Administrative Assistant to the Director.

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

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

Correspondence: A copy of an e-mail from Chris Pizzuto, to Angela Stewart, Director, and Letha Boulton, Assistant Director/Branch Services, dated February 10, 2022.

A copy of an e-mail from Tiffany Strunk, to Angela Stewart, Director, and Jeanne Damiano, Pascagoula Branch Manager, dated February 6, 2022.

FINANCES: Budget Amendments

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

Virtual Conference Request

MOTION: Read **SECOND:** Sholl
"To approve Bethany Carlisle, Youth Services Coordinator, and all JGRLS Youth Services Assistants (9) to attend the Virtual Children's Book Fair on April 6-8, 2022."
VOTING AYE: Lewis-Jones, Ryals, Sholl, Dammen, Read, Talley
VOTING NAY: None

Docket of Claims (copy on file) -This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of \$23,425.06, changing the total of the February 2022 Docket of Claims to \$83,425.92.

MOTION: Sholl **SECOND:** Read
"To approve the February 2022 Docket of Claims in the amount of \$60,000.86 and an addendum in the amount of \$23,425.06, totaling \$83,425.92."
VOTING AYE: Lewis-Jones, Ryals, Sholl, Dammen, Read, Talley
VOTING NAY: None

-The Board requested that any contracts up for renewal be included in the Dropbox for review going forward.

PERSONNEL REPORT: **February Personnel Report**

MOTION: Read **SECOND:** Ryals
"To approve the February 2022 Personnel Report as presented by Darlene Broadus, Human Resources Manager."
VOTING AYE: Lewis-Jones, Ryals, Sholl, Dammen, Read, 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: Sholl

SECOND: Read

“To approve the February 2022 Monthly Reports as previously sent to JGRLS Board members.

VOTING AYE: Lewis-Jones, Ryals, Sholl, 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 (Gonzalez)
- Being a Magnetic Manager (Damiano, Harvey, Jones, McMillian, Miller, Stewart)
- Change (O’Brien)
- Confidentiality Training (Bridges)
- Connecting Patrons to Local Support Services (Fayard)
- Covid-19 Prevention (Gonzalez)
- Digital Safety (Byars-Williams, Gonzalez, Schulze)
- Effective Communication During a Conflict (Barton, O’Brien)
- Emergency Response Manual (Gonzalez, Schulze)
- Emotional Intelligence and Leadership (O’Brien)
- Employee and Patron Privacy (Miller)
- ESL Programs (Fayard)
- Extreme Customer Service (Byars-Williams)
- Library Violence Prevention (Damiano)
- Magnolia Overview (Schulze)
- Magnolia Training (Byars-Williams)
- New Manager Training (Schulze)
- Novelist (Byars-Williams, Gonzalez)
- Oceans of Possibilities (Chandler)
- RISE Feminist Book Project (Beaugez)
- Safety Videos (Gonzalez)
- SLP (Downey, Guice)
- Storytime Training (O’Brien)
- Transparent Languages (Martin)
- Zoom Training (Broadus)

Miscellaneous Reports and Items

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

MOTION: Read

SECOND: Dammen

“To approve the February 2022 Director’s Report as previously distributed to members.”

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

VOTING NAY: None

OLD BUSINESS:

Pascagoula Building Issues (handout provided)

Angela Stewart discussed building issues pertaining to the Pascagoula Public Library with the Board. Among the topics covered were roof leaks and the concern of black mold being present. Mark Talley would like to do a walkthrough of the building and offer his recommendation.

NEW BUSINESS:

HB 136 2021: State Required Bonding Policy (document on file)

Angela Stewart informed the Board that library systems in Mississippi must now have anyone handling public funds over \$200 be bonded. This could cost the library system an additional \$1,800 or more. George Sholl requested that administration look into possible cheaper insurance bonding insurance providers. A request was also made to find out if the Jackson County offices are required to bond their employees and for the Cash Management Policy to be reviewed and possibly revised.

ILS Selection and Contract Award (copy on file)

MOTION: Sholl

SECOND: Read

“To accept that the RFP submitted by TLC has the lowest and best offer received and to authorize the Director to request TLC to submit a proposal contract to be revised by the Board Attorney and submitted to the Board at the March 2022 meeting.”

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

VOTING NAY: None

EXECUTIVE SESSION:

Executive Session

MOTION: Sholl

SECOND: Ryals

“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, and Aaron Taylor left at 4:06 p.m.

MOTION: Sholl

SECOND: Read

