

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM  
BOARD OF TRUSTEES

**TIME AND PLACE:** Meeting Minutes – January 24, 2022  
Monday, January 24, 2022, 2:00 p.m., Pascagoula Public Library Meeting Room

**PRESIDING:** Carol Lewis-Jones

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

**MEMBERS ABSENT:** Evelyn Read

**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; Darlene Broadus, Human Resources Manager.

**Welcome New Board Member:** Angie Stewart, Director, introduced Mark Talley to the JGRLS Board of Trustees as the new JGRLS Board representative for Jackson County District 4.

**Board Meeting Minutes:** Minutes from the December 2021 Jackson-George Regional Library Board Meeting

**MOTION:** Ryals                      **SECOND:** Dammen  
“To approve the minutes from the December 2021 JGRLS Board Meeting.”  
**VOTING AYE:** Lewis-Jones, Dammen, Ryals, Talley  
**VOTING NAY:** None

**Correspondence:** A copy of a letter from Troy Ross, Jackson County Supervisor District 4, to Mark Talley, appointed JGRLS Board of Trustees member, dated December 22, 2021.

**FINANCES:** Travel Request

**MOTION:** Ryals                      **SECOND:** Dammen  
“To approve travel request for Angela Stewart and Darlene Broadus to attend the Gulf Coast Human Resources Symposium in Biloxi, MS, on Friday, January 28, 2022.”  
**VOTING AYE:** Lewis-Jones, Ryals, Dammen, Talley  
**VOTING NAY:** None

## **Budget Amendments**

**-Decision Tabled**

**-George Sholl arrived at 2:22 p.m.**

**Docket of Claims (copy on file)** -This report was previously distributed to members. Kim Harvey, Business Manager, submitted an addendum in the amount of \$92,272.63 changing the total of the January 2022 Docket of Claims to \$142,583.48.

**MOTION:** Sholl      **SECOND:** Dammen

“To approve the January 2022 Docket of Claims in the amount of \$50,310.85 and an addendum in the amount of \$92,272.63, totaling \$142,583.48.”

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

**VOTING NAY:** None

## **PERSONNEL REPORT:**

### **January Personnel Report**

**MOTION:** Sholl      **SECOND:** Ryals

“To approve the January 2022 Personnel Report as presented by Darlene Broadus, Human Resources Manager.”

**VOTING AYE:** Lewis-Jones, Ryals, Sholl, Dammen, 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:** Dammen  
"To approve the January 2022 Monthly Reports as previously sent to JGRLS Board members.  
**VOTING AYE:** Lewis-Jones, Ryals, Sholl, Dammen, Talley  
**VOTING NAY:** None

**-Kim Harvey left at 2:45 p.m.**

**DIRECTOR'S REPORT:** Angie Stewart, Director, discussed and answered Board questions on her report and items submitted under the Director's Report.

**Training Reports**

- Bridging the Digital Divide (Fayard)
- Employee and Patron Privacy and Confidentiality Training (Barton, Boulton, Broadus D, Broadus G, Damiano, Garbin, Harvey, Morgan, Rainey, Taylor, Thompson)
- Foundations of Outreach (Chandler)
- Harassment Training (Hanlin, O'Hara, Schulze)
- Heritage Quest (Rushing, Scholl)
- Instagram Basics for Libraries (Fayard)
- Mythbusting with Overdrive (Fayard)
- Workflows Training (Langley)

**Miscellaneous Reports and Items**

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

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

**OLD BUSINESS:**                      **Strategic Plan Status (document on file)**

**MOTION:** Ryals                              **SECOND:** Dammen  
"To approve the 2022 Strategic Plan, as presented by Angela Stewart, Director."  
**VOTING AYE:** Lewis-Jones, Sholl, Ryals, Dammen, Talley  
**VOTING NAY:** None

**-George Sholl recommended that the Strategic Plan be reviewed and/or revised in January 2023.**

**Update on ILS selection**

Angela Stewart reported that Headquarters is starting to receive RFPs from various ILS vendors. The selection committee is expected to meet within the coming weeks.

**Ratification of the Janitorial Contract**

**MOTION:** Dammen                      **SECOND:** Sholl  
"To ratify the janitorial contract with JB&CB Janitorial Services, as presented by Angela Stewart, Director."  
**VOTING AYE:** Lewis-Jones, Sholl, Ryals, Dammen, Talley  
**VOTING NAY:** None

**-Darlene Broadus arrived at 3:09 p.m.**

**NEW BUSINESS:**

**Cost of Living Raises (Discussion)**

Darlene Broadus presented CPI statistics for the US and the Southeastern US region and asked that the Board consider cost of living raises for all JGRLS staff. The Board of Trustees stated that they will consider cost of living raises for staff during the upcoming budget prep for FY22-23.

**Extending FFCRA Leave**

Darlene Broadus and Angie Stewart raised concerns over the wording in the JGRLS Workplace Attendance Policy and how it pertains to staff being out with Covid-19. Stacie Zorn requested that a copy of JGRLS Workplace Attendance Policy be sent to her for further review.

**Key Use Agreement**

Board members were provided a copy of the JGRLS Key Use Agreement.

**ANNOUNCEMENTS:**

The next regularly scheduled Regional Board meeting will be 2:00 p.m. Monday, February 21, 2022, Pascagoula Public Library Meeting Room.

**ADJOURNMENT:**

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

**Meeting adjourned at 3:45 p.m.**

APPROVED: Candy Jones Chair ADOPTED: 22/21/2022 Date

Minutes recorded by Aaron Taylor, Administrative Assistant