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APPROVED BY THE BOARD OF TRUSTEES AT ITS REGULAR MEETING ON MAY 23, 2018

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Venue: Eudora Welty Library

Call to Order: Chairman Rosalyn Sylvester called the meeting to order at 4:05 p.m.

Roll Call: **Trustees Present:** Mrs. Sue Berry, Ms. Brenda Bethany, Mrs. Imelda Brown, Mrs. Mary Garner, Dr. Alferdteen Harrison, Rev. Danny Ray Hollins, Mr. Chester Ray Jones, Mr. Rickey Jones, Dr. Earline Strickland, and Mrs. Rosalyn Sylvester

**Trustees Absent:** Mrs. Virginia Bailey, Ms. Connie Cochran, Rev. Wayne McDaniels

**Also Present:** Mr. Scott Hodges of Tann, Brown & Russ Co., PLLC

Minutes, March 28, 2018 ***Dr. Strickland moved, second by Mrs. Garner, to approve the draft minutes of the regular meeting of the Board of Trustees on Wednesday, March 28, 2018, as presented. The motion carried.***

Approval of Agenda: ***Mrs. Berry proposed adding to the agenda the appointment of a parliamentarian from the current Board of Trustees and moved, second by Mr. Rickey Jones, to approve the agenda if so amended. The motion carried.***

Annual Audit Presentation: Mr. Scott Hodges, of the accounting firm Tann, Brown & Russ Co., PLLC, presented the firm's annual audit of the Library System's financial statements for the fiscal year ended September 30, 2017.

***Dr. Harrison moved, second by Dr. Strickland, to accept the auditor's report as presented for the fiscal year ended September 30, 2017. The motion carried.***

Old Business: \*1. Motion to require all Managers and Department Heads to give a notice of at least one month prior to retiring or resigning and to amend the language in the Jackson Hinds Library System Employee Handbook accordingly.

This motion had been tabled from the regular Board meeting on March 28, 2018, and continues its status as such pending the review and recommendations of the Board's attorney to the Policy Committee.

\*2. Motion to ban all audio and video recordings in the workplace without the consent of a supervisor or all parties to the conversation.

This motion had been tabled from the regular Board meeting on March 28, 2018, and continues its status as such pending the review and recommendations of the Board's attorney to the Policy Committee.



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New Business : \*1. Motion to continue the lease for two 3<sup>rd</sup> floor suites at River Hills Tower and to lease an additional space on the 2<sup>nd</sup> floor for \$3,750 per month in order to move all staff from the second floor of Eudora Welty Library.

***Rev. Danny Ray Hollins moved, second by Mrs. Brown, to continue the lease for two 3<sup>rd</sup> floor suites at River Hills Tower and to lease an additional space on the 2<sup>nd</sup> floor for \$3,750 per month in order to move all staff from the second floor of Eudora Welty Library. The motion carried.***

\*2. Motion to adopt a Fine-Free Amnesty period from May 20-25, 2018, to encourage library patrons to return overdue items.

***Mrs. Imelda Brown moved, second by Mr. Chester Ray Jones, to adopt a Fine-Free Amnesty period from May 20-25, 2018, to encourage library patrons to return overdue items. The motion carried.***

\*3. Motion that a Parliamentarian be appointed from the current Board of Trustees.

***Dr. Strickland moved, second by Dr. Harrison, that a Parliamentarian be appointed from the current Board of Trustees. The motion carried.***

Administration \*Mr. Justin Carter, Director for Finance, presented the Financial Report for March  
Reports: 2018, the Check Register from March 21, 2018, to April 19, 2018, and the Gifts and  
Finance Report Donations Report for March 2018.

***Mr. Rickey Jones moved, second by Mrs. Berry, to approve the Financial Report, the Check Register, and the Gifts and Donations Report as presented. The motion carried.***

Human Resources \*Mrs. Brenette Nichols, Director for Human Resources presented the Human  
Report: Resources Report for April 2018.

***Mrs. Brown moved, second by Mr. Rickey Jones, to approve the Human Resources Report for April as presented. The motion carried.***

Technical Service and The Director for Technical Processing, Mrs. Miao Jin, and the Deputy Director, Ms.  
Deputy Director Kimberly Corbett, presented their written reports for April 2018 as inclusions with  
Reports: the Board Packets sent to the Trustees for their review prior to this meeting. These  
two reports do not require an approval vote from the Board, and the Trustees did not  
have any questions about the information in either report.



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Executive Director's Report: Mrs. Furr presented the Executive Director's report.

Committee Reports: Facilities Committee: Chairman Rickey Jones reported on break-ins at some libraries and the status of the buildings having leakage and related problems. He said the Facilities Committee is working toward a solution for Tisdale Library, a possible new building for the Beverly J. Brown Library in Byram, and possible space in downtown Jackson for the Welty Library. Mr. Jones also indicated that the Facilities Committee is working on a strategy for placing facility expenses on the City and County who own the buildings. He closed his remarks by noting his intention for the Facilities Committee to meet more frequently.

Policy Committee: Chairman Imelda Brown stated that the two items of Old Business that were tabled would remain in that status until the Board attorney meets with the Policy Committee and recommendations can be made at a future meeting.

Date, Time, and Location for next Regular Meeting : ***Mrs. Brown moved, second by Mrs. Berry, that the next Regular Meeting of the Board of Trustees be on Wednesday, May 23, 2018, at 4 p.m., at the Eudora Welty Library. The motion passed unanimously.***

Public Comments : None.

Adjournment : ***5:42 p.m.: A motion was made, seconded, and passed unanimously to adjourn the meeting.***

Respectfully submitted,

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Mrs. Brenda Bethany, Secretary  
JHLS Administrative Board of Trustees