



Approved by the Board of Trustees at its Regular Meeting on September 26, 2018.

Venue: Margaret Walker Alexander Library

Call to Order: Chairman Rosalyn Sylvester called the meeting to order at 4:09 p.m.

Roll Call: **Trustees Present:** Mrs. Virginia Bailey, Mrs. Sue Berry, Mrs. Imelda Brown, Mrs. Mary Garner, Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Mr. Rickey Jones, Rev. Wayne McDaniels, Dr. Earline Strickland, and Mrs. Rosalyn Sylvester

Trustees Absent: Mrs. Brenda Bethany, Mrs. Connie Cochran, and Rev. Danny Ray Hollins

Others Present: Ms. Laura Jane Glascoff, JHLS Technology Education Officer.

Special Presentation: Chairman Rosalyn Sylvester introduced Laura Jane Glascoff, the Technology Education Officer for JHLS, who addressed the Board about JHLS efforts to produce a Strategic Plan for the Library System for the next five years, a recurring objective required by the Mississippi Library Commission for all its library systems. Ms. Glascoff noted that her résumé includes her experience in having done such planning for other organizations, and she assured the Board of her enthusiasm for this project. Ms. Glascoff explained that she has begun research with current library employees about their ideas as to how JHLS might better serve its patrons and communities now and moving forward, and she announced that the Board's Strategic Planning Committee will be meeting monthly to produce a Strategic Plan to propose to the Board for its review. The committee's first meeting will be at 4 p.m. on Thursday, September 6, in the Technology Learning Lab at Eudora Welty Library; future meetings will be held on the first Thursday of every month at the same time and location.

Minutes, July 25, 2018 Rev. Wayne McDaniels requested the minutes of July 25, 2018, to be clarified to show his abstentions on two motions, which carried, at the last meeting of the Board of Trustees. Those corrections recognized and made,

Dr. Alferdteen Harrison moved, second by Mr. Rickey Jones, to approve the draft minutes of the regular meeting of the Board of Trustees on Wednesday, May 23, 2018, as corrected. The motion carried.

Approval of Agenda: The Trustees proposed adding language ("... with the Policy to be amended as requested") to the "Old Business" item on the Agenda

Rev. McDaniels moved to approve the Agenda, revised to include additional language to the motion in the "Old Business" item of the Agenda, second by Mrs. Bailey, and the motion carried.



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Old Business: *1. Motion to approve the proposed Policy to Prohibit Audio and Video Recordings in the Workplace without the consent of a supervisor or all parties to the conversation, with the Policy to be amended as requested.

The Trustees' discussion of the proposed Policy resulted in amending it to include as its final phrase ". . . and/or the Board of Trustees."

Dr. Strickland moved, second by Rev. McDaniels, to approve the proposed Policy to Prohibit Audio and Video Recordings in the Workplace, as amended to include as its final phrase ". . . and/or the Board of Trustees", without the consent of a supervisor or all parties to the conversation, with the Policy to be amended as requested. The motion carried.

New Business : *1. Motion to approve the addition of a new Fine-Free Teen's Card for teens aged 12-17 with items borrowed to be limited to 3 books per teen.

Dr. Harrison moved, second by Mrs. Bailey, to approve the addition of a new Fine-Free Teen card for teens aged 12-17 with items borrowed to be limited to 3 books per teen. The motion carried.

*2. Motion to approve the closure of the Byram Library on September 20-21st in order for JHLS Facilities staff to remove the heavily damaged carpet.

Dr. Strickland moved, second by Dr. Harrison, to approve the closure of the Byram Library on September 20-21st in order for JHLS Facilities staff to remove the heavily damaged carpet. The motion carried.

*3. Motion to authorize opening a new, dedicated bank account for the Unallocated Fund balance money from Hinds County after October 1, 2018.

The Trustees requested the insertion of additional language (" . . . restricted and") to the motion such that it became:

Motion to authorize opening a new, restricted, and dedicated bank account for the Unallocated Fund balance money from Hinds County after October 1, 2018, not to be used without permission of the Administrative Board of Trustees.

Dr. Harrison moved, second by Mr. Rickey Jones, to authorize opening a new, restricted, and dedicated bank account for the Unallocated Fund balance money from Hinds County after October 1, 2018.



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***4.** Motion to close the Jackson Hinds Library System on October 8, 2018, in order to conduct staff training for all library employees.

Mr. Rickey Jones moved, second by Mrs. Berry, to close the Jackson Hinds Library System on October 8, 2018 (Columbus Day) in order to conduct staff training for all library employees. The motion carried.

Administration Reports: Finance Report
*Mr. Justin Carter, Director for Finance, presented the Financial Report for July 2018, the Check Register from July 17, 2018, to August 14, 2018, and the Gifts and Donations Report for July 2018.

Dr. Harrison moved, second by Mrs. Berry, to approve the Financial Report for July 2018, the Check Register from July 17 to August 14, 2018, and the Gifts and Donations Report for July 2018 as presented. The motion, with Rev. McDaniels abstaining, carried.

Human Resources Report:
*Mrs. Brenette Nichols, Director for Human Resources presented the Human Resources Reports for August 2018.

Dr. Harrison moved, second by Rev. McDaniels, to approve the Human Resources Report for August 2018 as presented. The motion carried unanimously.

Technical Service and Deputy Director Reports:
The Director for Technical Processing, Mrs. Miao Jin, and the Deputy Director, Ms. Kimberly Corbett, presented their written reports for July 2018 as inclusions with the Board Packets sent to the Trustees for their review prior to this meeting and also in person at this meeting. The Trustees did not have any questions about the information in either report.

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

Board Chairman's Report:
Mrs. Sylvester presented her Board Chairman's report.

Committee Reports: Facilities Committee: Chairman Rickey Jones reported that the Facilities Committee had met prior to the regular meeting of the Board of Trustees and had considered:
1) a new Workers Compensation coverage carrier;
2) considering a policy determining the status of employees as being on compensated leave through Workers Compensation or on sick and/or personal leave from their JHLS employment accounts; and
3) considering a policy regarding monitoring the JHLS security system.



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Date, Time, and Location for next Regular Meeting : ***A motion was made, seconded, and carried that the next Regular Meeting of the Board of Trustees be on Wednesday, September 26, 2018, at 4 p.m., at the Eudora Welty Library.***

Public Comments: Sheila O'Flaherty, a citizen of Jackson, teacher, and former employee of JHLS, spoke to the assembly about having Board committee meetings, other than those addressing confidential personnel matters, being open to the public and about improvements that have been made and are being planned to facilitate handicapped access to JHLS properties.

Adjournment : ***5:35 p.m.: A motion was made, seconded, and passed unanimously to adjourn the meeting.***