



*Approved at the Board of Trustees Meeting August 23, 2017*

---

Venue: Eudora Welty Library, 4:00 p.m.

**Trustees Present:** Mrs. Virginia Bailey, Mrs. Sue Berry, Ms. Brenda Bethany, Mrs. Imelda Brown, Mrs. Mary Garner, Dr. Alferdteen Harrison, Mr. Rickey Jones, Mr. Wayne McDaniels, Dr. Earline Strickland, and Mrs. Rosalyn Sylvester

**Trustees Absent:** Mrs. Barbara Hadnott and Mr. Chester Ray Jones

Minutes: *It was noted that Dr. Earline Strickland's name was omitted from the minutes of April 26, 2017 as having been present. With that revision made, Mr. Rickey Jones moved, second by Dr. Strickland, to approve the Minutes of the Board of Trustees meeting of Wednesday, April 26, 2017. The motion passed unanimously.*

Administration Reports: Mr. Justin Carter, Assistant Director for Finance, presented the Financial Report for April 2017, the Check Register (April 19, 2017 through to May 17, 2017), and the Gifts and Donations Report for April 2017.

Mr. Carter reported that patrons have responded favorably to the sale of book bags and that at least 100 had been sold during the "test run" approved by the Trustees at the April 26 meeting. Mr. Carter also pointed out that donations were a bit higher than usual owing to contributions for the upcoming Summer Reading Program.

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

Mrs. Brenette Nichols, Assistant Director For Human Resources, presented the Human Resources Report for April 2017.

***Mrs. Brown moved, second by Mrs. Berry, to approve the Human Resources Report as presented. The motion passed unanimously.***

Mrs. Miao Jin, Assistant Director for Technical Services, presented the Technical Services report for April 2017. She reported that weeding projects had yielded about 4,500 books to be sent, depending on the condition of the books, to the Jackson Friends of the Library annual book sale in August and to Metro Book Sale. She also explained \$10,000 in savings by cancelling subscription and lease accounts for Tisdale Library and also by renegotiating several continuing subscription contracts.

Ms. Kimberly Corbett, Deputy Director, presented the Public Services Report of the Library System's branches activities for April and May, 2017, and plans for upcoming Summer Reading Program.



*Approved at the Board of Trustees Meeting August 23, 2017*

---

**Chairman's Report:** Mrs. Sylvester presented the Chairman's Report. She announced that she is continuing her visits to all library branches and plans to attend some of the Summer Reading programs with her grandchildren.

**Committee Reports:** Personnel and Evaluation Committee: Mr. Rickey Jones, Committee Chair, assisted Trustees who had not completed evaluation forms for the Executive Director and requested that all other outstanding forms be e-mailed or faxed to him in order to submit the evaluation by May 31, 2017.

Policy and Planning Committee: Mrs. Furr reported in the absence of Mr. C. R. Jones, the Committee Chairman, the status-in-committee of the proposed Violence in the Workplace Policy and the Committee's intention to include a specific policy on bullying. She said the Policy and Planning Committee would meet before the July 26 meeting of the Board of Trustees and anticipated the Committee's having recommendations for the Board.

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

Mrs. Furr discussed the renovations at the Raymond branch and announced that the environmental evaluations conducted at the Tisdale branch demonstrate the branch is absolutely uninhabitable. Renovating the building would require \$150,000 to \$200,000, which amount the City of Jackson cannot afford. Mrs. Furr and the Trustees discussed the possibility of relocating the Tisdale branch and JHLS administration offices to the currently vacant building formerly occupied by Virginia Technical College at 4795 I-55 North in Jackson. During the discussions, Dr. Strickland requested Mr. Rickey Jones to organize a "field trip" to the location and to chair a committee, including City Council members, to examine possible solutions and/or locations; Mr. Jones enthusiastically agreed to do so. Mrs. Furr noted that Mrs. Charles Tisdale has offered to do fundraising to help to pay for vacating books, computers, shelving, and other library furnishings from the Tisdale branch and moving them to a new location.

Also during the discussion, Mr. McDaniels reported that he had had a conversation with City Councilman Stamps regarding additional renovation at the Welty branch; Mr. Stamps indicated there may be some funds available for that purpose. Mrs. Furr stated that she will be included in an upcoming Hinds County Supervisors meeting regarding funding, also.

In a related funding matter, Dr. Strickland reported that Robert Brown will attempt to provide funding for the bookmobile that has been authorized for purchase by the Trustees.



*Approved at the Board of Trustees Meeting August 23, 2017*

---

- New Business: 1. Motion to adopt the 2017-2018 Budget to present to the City Council and Hinds County Board of Supervisors.

Mrs. Furr explained that the proposed budget for Fiscal 2017-2018 is similar to last year's budget excepting the loss of \$100,000 in personnel incentive grants that typically have been awarded. She will ask the City Council and Hinds County funding authorities to make up the difference and explained that the consequences of operating on such a reduced budget may include reducing library branch hours, closing library branches, and, possibly, losing personnel. She urged the Trustees to call their City Councilman or County Supervisor to request robust support for funding JHLS in the upcoming fiscal year.

***Mrs. Berry moved, second by Mrs. Brown, to adopt the 2017=2018 Budget to present to the City Council and Hinds County Board of Supervisors as presented. The motion passed unanimously.***

2. Motion to approve the Annual Accreditation Report

Mrs. Furr reported that JHLS had been marked down by the MLC because JHLS did not have a Trustee Training Session for new Trustees.

***Dr. Alferdteen Harrison, second by Mr. Rickey Jones, moved to schedule a Trustee Luncheon and Training Session with the MLC. The motion carried.***

***Mrs. Berry, second by Mrs. Brown, moved to approve the Annual Accreditation Report, pending a move forward on Trustee Training with MLC. The motion carried.***

3. Motion to restrict the use of Personal Leave for employees for the first 6 months employment

Discussion of this motion yielded proposed modifications, including 1) permitting the use of LWOP (leave without pay) and revising current policy to reflect the modification, and 2) permitting the use of sick leave during the 6-month probationary period. It was proposed, also, that the JHLS attorney be invited to a Board Meeting to discuss this matter before any action is taken.

Considering the above, ***Mr. McDaniels moved, second by Mrs. Berry, to table this motion for the time being. The motion passed unanimously.***



*Approved at the Board of Trustees Meeting August 23, 2017*

---

\*4. Motion to establish a \$35 fee for volunteers to cover required background screening.

***Mr. Rickey Jones, second by Mrs. Garner, moved to establish a \$35 fee for volunteers to cover required background screening. The motion passed unanimously.***

\*5. Motion to close Welty Library on Sunday, July 2, 2017, for Independence Day.

***Dr. Strickland moved, second by Mrs. Brown, to close Welty Library on Sunday, July 2, 2017, for the Independence Day Holiday. The motion passed unanimously.***

\*6. Motion to allow the sale of Medgar Evers T-Shirts at \$15.00 each

***Mr. McDaniels moved, second by Mrs. Berry, to allow the sale of Medgar Evers T-Shirts at \$15.00 each. The motion passed unanimously.***

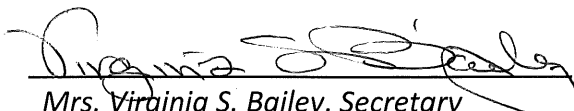
Public Comments: There were no requests from the public to speak at the meeting.

Extemporaneous

New Business: Dr. Strickland requested that the Board be furnished with regular updates on the Library's System's audit compliance. No motion was put forward, and no action was decided.

Adjournment: ***5:45 p.m.: Mr. McDaniels moved, second by Mrs. Berry, to adjourn the meeting. The motion passed unanimously.***

*Respectfully submitted,*

  
Mrs. Virginia S. Bailey, Secretary  
JHLS Administrative Board of Trustees