



Approved Minutes of the Administrative Board of Trustees Regular Meeting on April 23, 2019

Venue: Margaret Walker Alexander Library

Call to Order: Chairman Rickey Jones called the meeting to order at 4:02 p.m.

Mediation: Mrs. Sue Berry led the Trustees with an inspirational reading and prayer.

Roll Call: **Trustees Present:** Dr. Earline Strickland, Mrs. Mary Garner, Mr. Ricky Nations, Rev. Wayne McDaniels, Mrs. Brenda Bethany, Mr. Chester Ray Jones, Mrs. Imelda Brown, Mr. Rickey Jones, Mrs. Rosalyn Sylvester, and Mrs. Sue Berry

Trustees Absent: Dr. Alferdteen Harrison and Rev. Danny Ray Hollins

Also Present: Mrs. Patty Furr, Executive Director; Ms. Kimberly Corbett, Deputy Director; Mr. Justin Carter, Director of Finance; and Mrs. Brenette Nichols, Director of Human Resources; and Mrs. Judith Turnage, Executive Secretary

Invited Speaker: Prior to the Regular Board Meeting, Chairman Jones recognized Ms. Melody Gary, the Youth Services Assistant at Margaret Walker Alexander Library, to address the Trustees about general programs and activities at the library, and, more particularly, about the many programs, speakers, and events planned for the Summer Reading Program. Ms. Gary's presentation was very informative and well-received by the Trustees. Ms. Gary then left the meeting.

Minutes, Regular Board Meeting, March 26, 2019: Mrs. Sue Berry pointed out an error in the Roll Call of the Draft Minutes of the Regular Board Meeting on March 26, 2019, and Chairman Jones noted several omissions and suggested revisions to the Draft Minutes of the Regular Board Meeting on March 26, 2019.

With the provision that the errors, omissions, and revisions be corrected as advised, Rev. McDaniels moved, second by Mrs. Garner, to approve and accept the minutes of the Regular Board Meeting of March 26, 2019, as corrected and revised. The motion carried.

Approval of Agenda: ***With the standing provision that the issues of the Welty and Tisdale libraries remain on all meeting agendas until the issues are resolved, Rev. McDaniels moved, second by Dr. Strickland, to approve the Agenda as proposed. The motion carried.***

Administration Reports: **Finance:** *Mr. Justin Carter, Director for Finance, presented the Financial Report for April 2019; the Check Register for March 19, 2019 to April 17, 2019, and the Gifts and Donations Reports for March 2019.

In discussion of the Financial Report and in response to questions about the lease and related expenses for the River Hills offices, Chairman Jones requested that a report of



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the daily/monthly expenses for the River Hills offices be sent to Dr. Strickland and him each month.

Mr. Carter reported that Tann, Brown & Russ Co., PLLC, the auditor for both JHLS and the City of Jackson, had concluded that the City could no longer withhold tax funds accrued through millage for JHLS and continue making discretionary monthly distributions to JHLS; rather, the entirety of millage funds must be distributed to JHLS as and when they are collected.

Mr. Carter concluded his remarks by stating that the budget and expenses are in good form.

Mrs. Berry moved, second by Mrs. Brown, to approve the Financial Report, Check Register, and Gifts and Donations Report as presented. Rev. McDaniels opposed the motion. The motion carried.

Human Resources
Report:

Mrs. Brenette Nichols, Director for Human Resources presented the Human Resources Report for April 2019.

Mrs. Nichols answered questions about the current staff census, replying that it is running about ten or so employees lower than what would be optimum. Discussion followed, and it was suggested that, perhaps, JHLS compensation levels are too low to attract and retain qualified employees.

Mrs. Sylvester moved, second by Rev. McDaniels, to approve the Human Resources Report for April 2019 as presented. The motion carried.

Technical Services and
Deputy Director

Reports:

Director for Technical Services Report, Mrs. Miao Jin
Technical Services Reports for March 2019.

Deputy Director, Ms. Kimberly Corbett
Public Services Report for April 2019.

Ms. Corbett presented an update on the recent Library Week and many programs available in the libraries currently, even before the Summer Reading Program begins on June 3. She also announced that Ms. Latasha Willis, the new Social Media and Web Services Coordinator for JHLS, has been extremely productive in her capacity of communicating with the public on many technology platforms and creating attractive and professional posters/flyers/etc. that are being placed throughout the Library System. It is expected that Ms. Willis will submit a report of her activities in the Board Packet for the Regular Meeting of the Board of Trustees on May 28, 2019.

Dr. Strickland moved, second by both Rev. McDaniels and Mrs. Garner, to approve both reports as presented. The motion carried.



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Committee Reports:

Personnel: Chairman Jones reminded the Trustees that the Executive Director's annual evaluation must be received by April 30, 2019.

By-Laws: A discussion developed concerning the keeping of the minutes of the Board's meetings. The By-Laws, as adopted at the Regular Board Meeting on March 26, 2019, read: "The Secretary shall take and maintain all minutes of Executive Sessions meetings." No formal motion was made to modify that practice, but a consensus seemed to emerge that the Board Secretary would take the minutes of Executive Sessions and yield them to the Executive Director to be maintained securely, along with the minutes of the Regular Board meetings, in the JHLS administrative office.

Mrs. Furr alluded to a recent legal case that has changed the law such that minutes of Executive Sessions could now be obtained by any citizen through a Freedom of Information Act (FOIA) request. She also reminded the Board that, presently, all minutes of meetings of the Board are published on the JHLS website and cautioned that the Board speaks through its actions, recorded as motions considered and voted upon by the Board, not through lengthy disquisition.

Mr. C.R. Jones requested the citation of the legal case Mrs. Furr mentioned. He said that he will review the document and report to the Board of Trustees at the next Regular Meeting.

Facilities: Surrounding the status of disrepair at several library branches, there was robust discussion regarding payment for maintenance and customary repairs of the physical structures of JHLS. Mrs. Furr referred to the annual funding of \$50,000 from the City and \$50,000 from the County to JHLS for customary repair and maintenance expenses for the entire library system. Trustees questioned whether or not the funds are earmarked for specific libraries and if such expenses are reported to the City and County before they occur, as they occur, or after they occur. Mrs. Furr replied that the funds are intended for the entire Library System and that she follows State Purchasing Regulations for any expenses. Trustees read aloud portions from the "Agreement for the Creation, Maintenance and Support of the Jackson/Hinds Library System," dated August 4, 1986, and not since amended, pertaining to the operation, proper care, and maintenance of all public buildings and other facilities housing JHLS. Some Trustees opined that the document suggests support for the Executive Director's discretionary authority to assess the need for and payment for such repairs and maintenance without obtaining prior approval from the Administrative Board of Trustees.

Chairman Jones stated that the Board of Trustees needs an opinion from the State Attorney General to clarify what the standing regulations are regarding maintenance and repair expenses either being authorized in advance and/or reported to the funding entities. Mrs. Furr noted that the Mississippi Library Commission requests the



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opportunity to research this issue before applying to the Attorney General for an opinion. No action was taken by the Board.

A proposal was made that any expense for repairs or maintenance of JHLS property, without Board approval, be limited to \$5,000 or less. Expenses over that amount would require obtaining bids and Board approval. No action was taken by the Board.

Executive Director's Report: Mrs. Patty Furr presented her Executive Director's Report. She announced that the Budget Committee must meet prior to the Regular Meeting on May 28, to review and craft and budget proposal for the Board's approval at the Regular Meeting. She also described plans for the upcoming Staff Day on April 29 at Welty Library and invited the Trustees to attend all or any part of the event.

Dr. Strickland moved, second by Mrs. Brown, to accept the Executive Director's Report as presented. The motion carried.

Chairman's Report: Chairman Jones did not present a formal report.

Old Business: Welty Library: Trustees questioned the status of Welty Library in terms of whether it will be rehabilitated, be replaced by a new library built by the City, or relocated to another site, such as Metro Center Mall, depending on Hinds Community College's decision to use the space there. Mrs. Furr stated that the City Council seems to be more in favor of using the existing, but now vacant, Virginia College campus, which is in the Northeast Jackson area, and could house the JHLS administration offices and the Tisdale Library. No action was taken.

New Business: Byram Library: Mrs. Furr reported that Mike Morgan, Hinds County Supervisor for District 4, wants new carpeting to be installed as soon as possible at the Byram branch and that bidding for the job is in process. The Board of Supervisors had awarded JHLS sufficient funds to replace the damaged carpet based on an initial round of bidding, which is outdated, thereby requiring a new round of bidding. Chairman Jones expressed his opinion that the Board of Trustees should be the authority to oversee bidding and to approve installation of the carpeting; other Trustees disagreed since the County is assuming all expenses for the project.

Chairman Jones expressed concern that the JHLS Board of Trustees was not informed by the Executive Director of the process to be undertaken for bidding purposes of the Byram Library carpet replacement. The Board of Trustees did not authorize the Executive Director to solicit bids for the re-carpeting project. Chairman Jones expressed great appreciation for the generosity of Supervisor Morgan and looks forward to the upgrades at the Byram Library.



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Mrs. Furr also recommended tarping the roof at the Byram branch to prevent further weather damage, and the project was approved.

Medgar Evers Library: Mrs. Furr described HVAC repairs that are needed at the branch.

Utica Library: Mrs. Furr reported storm damage to the branch and requested that repairs be made.

Although no parliamentary action was taken by the Board through motions, it was agreed that the roof of the Byram branch should be tarped to prevent further weather damage, the HVAC repairs at Medgar Evers branch should be made, and the storm damage repairs at the Utica branch should be made.

Executive Session: Mrs. Sylvester moved, second by Mr. C.R. Jones, to determine a need for the Board to enter Executive Session. The motion carried.

Mrs. Berry moved, second by Mrs. Bethany, that the Board enter Executive Session. The motion carried, and the Board entered Executive Session.

A motion was made and seconded to end the Executive Session. The motion carried.

Mrs. Berry moved, second by Mrs. Garner, to return to regular session. The motion carried, and the Board returned to regular session.

It was announced that the personnel matter the Board discussed in Executive Session had resolved in favor of retaining the employee in question.

Date, Time, and Location for next Regular Meeting : *A motion was made and seconded that the next Regular Meeting of the Board of Trustees be on Tuesday, May 28, at 4 p.m., at the Quisenberry Library in Clinton. The motion carried.*

Adjournment : *Mrs. Brown moved, second by Mrs. Berry, that the Regular Meeting adjourn. The motion carried, and the meeting adjourned at 6:36 p.m.*