



Approved by the Board of Trustees at its Regular Meeting on February 28, 2018.

Venue: Margaret Walker Alexander Library, 4:18 p.m.

Roll Call: ***Trustees Present:*** Mrs. Sue Berry, Ms. Connie Cochran; Mrs. Mary Garner, Dr. Alferdteen Harrison, Rev. Danny Ray Hollins, Mr. Chester Ray Jones, Dr. Earline Strickland, and Mrs. Rosalyn Sylvester

Trustees Absent: Mrs. Virginia Bailey, Ms. Brenda Bethany, Mrs. Imelda Brown Mrs. Barbara Hadnott, Mr. Rickey Jones, and Rev. Wayne McDaniels

Minutes
October 25, 2017: ***Mrs. Cochran moved, second by Mrs. Garner, to approve the Minutes of the Regular Meeting of Board of Trustees on Wednesday, October 25, 2017. The motion carried unanimously.***

Approval of
Agenda:
(5 min.) Mrs. Furr, the Executive Director, explained that the order of items on the agenda, as well as suggesting time allowances for each item, had been revised at the recommendation of the Mississippi Library Commission, to insure that priority items of business be addressed with sufficient time for consideration and action by the Board of Trustees.

Mrs. Cochran moved, second by Mrs. Berry, to approve the Agenda for the current meeting as presented. The motion carried unanimously.

Old Business: Mr. Chester Ray Jones, Policy Committee Chairman, made a few remarks to the Board, stating that the proposed new policies on "Violence in the Workplace" and "Bullying" and the revised "Incident Report Form," were complete and ready for approval. The Board had neither questions nor suggestions for revisions.

Mrs. Cochran moved, second by Mrs. Berry, to approve, as presented, the "Jackson Hinds Library System Violence in the Workplace Policy," the "Bullying in the Workplace" policy, and the revised "Incident Report Form." The motion carried unanimously.

New Business: *1. Motion to approve new hours, per State Fire Marshal, for Eudora Welty Library:
Monday – Thursday: 9 a.m. to 6 p.m.
Friday and Saturday: 9 a.m. to 5 p.m.
No Sunday hours

Dr. Strickland questioned the State Fire Marshal's authority to set library hours for Eudora Welty Library, suggesting that setting those hours was within the purview of the Board of Trustees, and asking why the hours were so abbreviated.

Mrs. Furr, the Executive Director, explained that the scope of the State Fire Marshal's authority extended to revising or curtailing the use of any public facility based upon his assessment of the facility's safety. Mr. Chaney's initial inspection of Welty Library



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New Business resulted in its having been closed for several days in early October 2017, during (cont.): which time several conditions cited by the First Marshal as unacceptable were corrected. When the Welty Library was permitted to re-open based on Mr. Chaney's follow-up inspection, it was his position that a sprinkler system be installed to provide safe conditions for the public during the hours the library previously had been open. The age and construction of the library prohibit the installation of a sprinkler system, however, and Mr. Chaney agreed to permit the library to be open during the proposed hours on the condition that two security personnel make frequent and regular physical rounds of the Welty Library property to insure its continuing safety. Mrs. Furr explained that hiring extra personnel to review the property outside the suggested hours was prohibitively expensive, and the compromise expressed in the proposed motion was reached. She also stated that any Trustee who had questions or concerns about the State Fire Marshal's authority or conclusions could communicate personally and directly with him or with the City or County official who appointed the Trustee.

Mr. Chester Ray Jones proposed that the motion be amended to read:
"Motion to approve new hours for Eudora Welty Library, based on the recommendation of the State Fire Marshal, as
Monday – Thursday: 9 a.m. to 6 p.m.
Friday and Saturday: 9 a.m. to 5 p.m.
No Sunday hours"

Ms. Cochran moved, second by Mrs. Berry, to approve the motion, as amended, to approve new hours for Eudora Welty Library, based on the recommendation of the State First Marshal, as:

Monday – Thursday: 9 a.m. to 6 p.m.

Friday and Saturday: 9 a.m. to 5 p.m.

No Sunday hours

The motion carried unanimously.

- *2. Motion to approve the proposed calendar 2017-18, including closure of all libraries on Tuesday, December 26, 2017 (State Holiday per Governor's Proclamation), and Tuesday, January 2, 2018 (in lieu of Confederate Memorial Day).

Mrs. Garner moved, second by Ms. Cochran, to approve the proposed calendar 2017-18, including closure of all libraries on Tuesday, December 26, 2017 (State Holiday per Governor's Proclamation), and Tuesday, January 2, 2018 (in lieu of Confederate Memorial Day), as presented. The motion carried unanimously.



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New Business (cont.): *3. Motion to approve the closing of all libraries on December 15, 2018, for Staff Development/Training Day.

Mrs. Furr announced that the event would be at Quisenberry Library in Clinton, from 10 a.m. until 2 p.m. (including a catered lunch), and she encouraged all Trustees to attend. The program will include training relating to the opioid epidemic, as to how staff may recognize such behavior and/or abuses on library property and learn skills for managing them. Also, the newly-approved policies on Violence in the Workplace and Bullying in the Workplace, as well as the revised Incident Report Form, will be introduced to and reviewed with staff.

Mrs. Garner moved, second by Dr. Harrison, to approve the closing of all libraries on December 15, 2018, for Staff Development/Training Day. The motion carried unanimously.

*4. Motion to establish the position of Social Media/Website Coordinator at a salary of \$27,500 annually. No additional funding is required.

Mrs. Furr discussed the duties and responsibilities of the proposed Coordinator who is needed to manage the Library System's quickly expanding presence on the internet through social media such as Twitter, Facebook, Pinterest, Instagram, Google+, and several other platforms. Adequately and competently serving the public through these many platforms benefits the entire library system and, to be fully effective, requires the attention of a full-time employee. Mrs. Furr also explained that the position will be funded through existing accounts such that no additional funding will be required.

Ms. Cochran moved, second by Dr. Harrison, to establish the position of Social Media/Website Coordinator at a salary of \$27,500 annually. The motion carried unanimously.

Administration Reports: *Mr. Justin Carter, Director for Finance, presented the Financial Report for October
Finance Report: 2017, the Check Register (October 18 to November 21, 2017), and the Gifts and Donations Reports for October 2017.

Reverend Hollins moved, second by Dr. Harrison, to approve the Financial Report, the Check Register, and the Gifts and Donations Report as presented. The motion passed unanimously.

Human Resources Report: *Mrs. Brenette Nichols, Director For Human Resources, presented the Human Resources Report for November 2017. She explained, when asked, that the voluntary terminations noted on her report were attributable to the employees having found more lucrative employment elsewhere. Mr. Chester Ray Jones



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Administration questioned how salaries in the Jackson Hinds Library System compare with those in other library systems; Mrs. Furr said that she will prepare a review of salary comparisons and will place the matter of those statistics on the agenda for the next meeting of the Board of Trustees.

Dr. Harrison moved, second by Mrs. Garner, to approve the Human Resources Report as presented. The motion passed unanimously.

Mrs. Miao Jin, Director for Technical Services, presented the Technical Services report for November 2017. Mrs. Jin reported on continuing system purging activities, the discontinuation of ProQuest Newspaper services (based on low usage statistics) which will save the Library System \$11,600 annually, and the renewal of the OCLC WorldShare interlibrary loan services to patrons.

There were no questions about the Public Services Report, which had been included in the Board Packet for review, as prepared by Ms. Kimberly Corbett, Deputy Director, regarding the library branches' activities for November 2017.

Chairman's Report: Mrs. Sylvester noted that a few of the Trustees' appointments required updating that would be completed by the next Board Meeting at which time efforts toward electing a slate of officers could resume.

Executive Director's Report: Mrs. Furr discussed several items, including the condition of roof leaks and repair activities at both the Willie Morris Library and the Eudora Welty Library. She said that City funding authorities had attended a recent meeting with Administrative Staff and demonstrated their interest to see that the repairs, where possible, be made. The Trustees questioned whether the Library System was covered by insurance for the damages and whether a lawsuit for restitution may be contemplated; Mrs. Furr suggested that the Trustees communicate directly with City funding authorities regarding those possibilities and with County authorities about increasing millage to be put into a separate physical maintenance account for all the libraries in the system.

Mrs. Furr described new collection efforts in the small balance claims/fines accounts such that only Mrs. Furr and Ms. Corbett will have the power to waive any fines or fees and refusing computer access, as of January 1, 2018, to patrons who have delinquencies. This administrative change will not only capture the fines and fees pending but will prevent them from accruing in the future.

With further respect to conserving funds, Mrs. Furr said that she and other administrative staff are considering outsourcing cleaning services for all libraries. The current practice is to use the system's facilities staff, who are PERS employees



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Executive Director's Report (cont.): receiving full benefits, pension, and insurance. It would cost much less to employ an outside agency for general cleaning.

Finally, Mrs. Furr reported that the workers compensation insurance company recently declared insolvency but that provisions have been made for reimbursement for fees already paid and for establishment with a new company.

Committee Reports: Nominating Committee: The Chairman announced that a report regarding the Nominating Committee will be on the agenda for the next regular meeting of the Board of Trustees on January 25, 2018.

Date, Time, and Location for next Regular Meeting: It was proposed by the Chairman that the next Regular Meeting of the Board of Trustees be on Wednesday, January 25, 2018, at 4 PM, at the Quisenberry Library in Clinton.

Accordingly, ***Mrs. Cochran moved, second by Mrs. Berry, that the next Regular Meeting of the Board of Trustees be on Wednesday, January 25, 2018, at 4 PM, at the Quisenberry Library in Clinton. The motion passed unanimously.***

Public Comments: None.

Adjournment: ***5:30 p.m.: Mrs. Berry moved, second by Dr. Harrison, to adjourn the meeting. The motion passed unanimously.***

Respectfully submitted,

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