



Approved by the Administrative Board of Trustees at its Regular Meeting on December 3, 2019

Venue: Eudora Welty Library

Call to Order: Chairman Rickey Jones called the meeting to order at 4:05 p.m.

Meditation: Moment of recognition of Breast Cancer Awareness Month and prayers for those who are ill. We also pray that a cure is on the way.

Roll Call: **Trustees Present:** Dr. Earline Strickland, Mrs. Mary Garner, Dr. Alferdteen Harrison, Mr. Ricky Nations, Rev. Wayne McDaniels, Ms. Brenda Bethany, Mr. Chester Ray Jones, Mrs. Imelda Brown, Mr. Rickey Jones
Trustees Absent: Mrs. Rosalyn Sylvester, Mrs. Sue Berry, Rev. Danny Ray Hollins
Also Present: Mrs. Patty Furr (Executive Director), Ms. Kimberly Corbett (Deputy Director); Mr. Justin Carter (Director of Finance), Mrs. Brenette Nichols (Director of Human Resources), Mrs. Miao Jin (Director of Technical Processing), Ms. Shannon Presley (IT Administrator), Mrs. Ellen McLean (Publicity Coordinator), and Mrs. Judith Turnage (Executive Secretary)

Approval of the Revised Draft Minutes, Regular Board Meeting, September 24, 2019

The draft minutes of the Board Meeting of September 24, 2019, were discussed, and revisions were suggested in the sections pertaining to the minutes of the Board Meeting of August 27, 2019, and the Budget Committee's reports.

Dr. Strickland moved, second by Dr. Harrison, to hold the minutes of September 24, 2019, in abeyance until the requested revisions were made and to reconsider approval of the revised minutes at the next regular Board Meeting on December 3, 2019. The motion carried.

Approval of the Agenda:

Chairman Jones noted that the item under "Old Business," Appointment of Nominating Committee, Mrs. Garner has already addressed that and I think we have a solution in action; he requested the item to be removed from the Agenda. Mrs. Garner provided a copy of the By-Laws and so regarding that, showing that the appointment of a Nominating Committee could occur later in the fiscal year.

Mr. Nations questioned whether the March 2019 By-Laws were in effect because the minutes he had of the meeting during which the By-Laws are said to have been approved showed a census of only six Trustees present; he and Trustee C.R. Jones had met and discussed the matter and were not convinced the March By-Laws were properly adopted. Chairman Jones replied the minutes of that meeting may have been inaccurate, that, in fact, the proposed By-Laws had been posted for thirty (30) days for review and presented to the Board for its approval at the March meeting.

Mr. Nations and Chairman Jones agreed that the matter of a quorum or non-quorum vote is significant and will be taken up a later time.



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[The Secretary stated that she had no records of any vote ever having been taken on the proposed By-Laws and that the minutes of the March meeting had been approved entirely by the Board of Trustees at its meeting on April 23, 2019.]

Mr. C.R. Jones moved, second by Dr. Harrison, that the Agenda be approved as presented. The motion carried.

ADMINISTRATION Director for Finance, Justin Carter
REPORTS: *Financial Report – September 2019
Financial Reports: *Check Register – September 17, 2019, to October 16, 2019
*Gifts and Donations Report for September 2019

Mr. Carter presented the Financial Reports for September 2019. He was requested to explain why \$46,000 allocated to JHLS by the County had not been received.

Dr. Strickland moved, second by Mr. Nations, to ask the County for an explanation or justification for not remitting the budgeted \$46,544.93, and they suggested the request be in the form of a letter with Chairman Jones' signature. The motion carried.

Mr. Carter was also asked to explain differences in the Auditor's and JHLS' figures, and the Budget Committee requests a reconciliation. Regarding Unallocated Funds that are tax revenues generated for JHLS yet retained by the City, the Trustees suggested that the City should be compelled to allocate those funds.

Mr. Nations moved, second by Dr. Strickland, that the City be notified that JHLS is entitled to collect all allocated funds generated for JHLS that it currently retains. The motion passed.

A motion was made and seconded to approve the Financial Report, the Check Register, and the Gifts and Donation Report as presented. The motion carried.

Human Resources Report: Mrs. Brenette Nichols presented her report, showing a staff census of 71 full-time employees and 21 part-time employees, totaling 92 employees for the month of November.

A motion was made and seconded to approve the Human Resources Report as presented. The Motion carried.

Technical Services Report
Deputy Director's Report
The Technical Services Report and The Deputy Director's Report were accepted as presented to the Trustees in the Board Packet sent prior to the meeting.



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Committee Reports: **Facilities Committee:** Mr. Nations explained that the Byram Library will be moved temporarily to the City Hall in Byram, and when that building is sold, 100% of the proceeds will be dedicated to building a new library.

Regarding a proposal to renovate the Fannie Lou Hamer Library, C. R. Jones noted that it can be a showcase for Hamer artifacts.

Rev. McDaniels moved, second by Mrs. Brown, to accept having the Fannie Lou Homer Library being renovated and said that a letter to that effect needs to be sent to both the City and the County. The motion passed.

Regarding Tisdale Library, it was clarified that the library was relinquished to the City and is entirely the City's responsibility. Chairman Jones stated that Mrs. Tisdale will work with the Board of Trustees to shepherd the City's acquiring a new location for the Tisdale Library. Dr. Strickland suggested the Facility and Budget Committees should meet to discuss building possibilities, including the Batte Furniture Store

Executive Director's Report: Mrs. Furr's Executive Director's Report was included in the Board Packet sent prior to this Board Meeting. She also said the maintaining the exteriors of libraries, such as Medgar Evers, is problematic owing to a shortage of employees to do that work. As for Welty Library, Mrs. Furr, suggested the City may consider moving the branch to the Convention Center which has ample space.

Mrs. Furr explained, when questioned, that fund for the Law Library are controlled completely by outside sources, not JHLS.

Chairman's Report: Chairman Jones presented no formal report. He did discuss the matter of the RFP for retaining a new accounting firm and stated that the Board would have to approve both the RFP itself and sending it to potential auditors.

New Business: Shannon Presley, IT Administrator explained the time-sensitive necessity for acquiring new Windows 10 computers and Microsoft licenses. She presented two bids for the purchases. Rev. McDaniels requested that she obtain at least three bids for the purchases, and that those bids be obtained, if possible from local and minority vendors.

The Board also approved registration and other expenses for those who attended the MLA conference in Jackson.

Public Comments: None.



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Date, Time, and Location for next Regular Meeting : ***Upon motion made and seconded, the Board set its next Regular Meeting on Tuesday, December 3, at 4 p.m., at the Eudora Welty Library and that this meeting be adjourned. The motion carried unanimously, and***

Adjournment: ***The meeting adjourned at 6:15 p.m.***