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

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Venue: Eudora Welty Library

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

Meditation: Mrs. Sue Berry presented a short meditation.

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

**Trustees Absent:** None.

**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)

Minutes, Regular Board Meetings, August 27, 2019 Mr. C.R. Jones, Board Parliamentarian, expressed concerns about the actions taken in the Executive Session of the meeting as to the nature of the matters discussed, the character of the motions enacted, and the census of the votes, all of which should have been made known to the general body after the Executive Session.

[ Please see attached transcript excerpts for clarification. ]

Chairman Rickey Jones replied that the Executive Session was undertaken to discuss matters related to personnel and the budget and that all actions were taken unanimously.

Mrs. Sue Berry contended that the Chairman was not entitled to vote, except to break a tie, on matters addressed in Executive Session. Mrs. Berry opined that lack of quorum for voting and the Chairman having voted despite having been ineligible to do so rendered the Executive Session as illegitimate.

Chairman Jones, commenting on Mrs. Berry's remarks, stated that there was in fact a quorum at that Executive Session, and the Chairman actually presided over the Executive Session. Chairman Jones contended that, within the given context, appropriate protocol was followed.

***Dr. Harrison moved, second by Mrs. Brown, to approve the minutes of the Regular Meeting held on August 27, 2019. With Mr. Ricky Nations, Mr. Chester Ray Jones, and Mrs. Sue Berry abstaining, the motion carried.***

Approval of the Agenda: ***Rev. McDaniels moved, second by Dr. Harrison, that the Agenda be approved as presented with the addition of three items to Committee Reports:***

- 1. Certain figures from the FY2018 Audit***
- 2. The lease on the River Hills administration offices***
- 3. The Internet Contract for the River Hills administration offices***



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***and one item to New Business:***

***1. Figures for the FY2019 Audit.***

***The motion carried unanimously.***

ADMINISTRATION Director for Finance, Justin Carter

REPORTS: \*Financial Report – August 2019;

Financial Reports: \*Check Register – August 20, 2019, to September 17, 2019.

\*Gifts and Donations Report for August 2019

***Mr. Nations moved, second by Dr. Harrison, to approve the financial reports as presented. With Rev. McDaniels abstaining, the motion carried.***

Human Resources Report: Mrs. Brenette Nichols presented her report for September, noting a current census of 74 full-time employees and 18 part-time employees.

Technical Services Report and Deputy Director's Report: ***Mrs. Bethany moved, second by Rev. McDaniels, to approve the Human Resources Report as presented and, further, to accept the written Technical Services Report for August 2019 and the written Deputy Director's Report for September 2019 as presented in the Board Packet for this meeting. The motion carried unanimously.***

Committee Reports: **Budget Committee:** Dr. Strickland, Chairman of the Budget Committee, accepted the budget prepared by the JHLS executive staff, with changes the Committee had recommended in its prior meeting to prepare the budget for the Trustees' approval. During the Budget Committee meeting,

***Mrs. Garner moved, second by Mrs. Bethany, to propose to the full Board providing a \$1,000 across-the-board raise for staff. The motion passed unanimously.***

Mr. Carter presented to the Trustees what he characterized as a "conservative budget" for JHLS for the fiscal year beginning October 1, 2019, and entertained questions from the Trustees. Mrs. Furr explained how the personnel/budget figures were determined. She also explained the variance of \$10,000 between the figures presented to the Budget Committee at its meeting on October 21 and the figures actually presented to the Trustees in this meeting.

After further discussion, two motions were made:

***1. Dr. Strickland moved, second by Mrs. Garner, to approve the budget for JHLS for FY2019 as presented to the Board. The motion carried unanimously.***



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**2. Mrs. Bethany moved, second by Dr. Strickland, to choose another auditor for the audit of FY2020 and to make at least three bids. The motion carried unanimously.**

**Facilities Committee:** Chairman Jones reported that the Facilities Committee had met with the HUB Property/Casualty Insurance agent, and the Committee was satisfied with his presentation. Accordingly,

**Mr. Nations moved, seconded by Rev. McDaniels, to accept HUB Insurance as the carrier for JHLS. The motion carried unanimously.**

After further discussion, **Rev. McDaniels moved, seconded by Mr. Nations, that a letter be prepared for Chairman Jones's signature requesting the City Fire Marshall to address the Board of Trustees at a later meeting. The motion carried unanimously.**

**All Committees:** **Rev. McDaniels moved, seconded by Dr. Strickland, that the chairs of all the Board committees should meet before the next Board Meeting. The motion passed unanimously.**

Executive Director's Report: Mrs. Furr's Executive Director's Report was included in the Board Packet sent prior to this Board Meeting. There were neither comments nor discussion relating to it.

Chairman's Report: None.

New Business: **Dr. Harrison moved, seconded by Mrs. Berry, to ratify the Sirsi Dynix Contract as presented to the Board. The motion carried unanimously.**

**Mrs. Sylvester, seconded by Mr. C.R. Jones, moved to accept the Minutes of the Children's Internet Protection Act (CIPA) Public Meeting held at the Eudora Welty Library on September 10, 2019. The motion carried unanimously.**

Executive Session: Upon Trustee suggestion that there existed a need for the Board to enter into Executive Session, **Mrs. Sylvester moved, seconded by Mrs. Berry, that the Board enter into Executive Session. The motion carried unanimously.**

The Board entered into Executive Session at 5:16 p.m.

Return to Regular Session: **Mrs. Brown moved, seconded by Rev. McDaniels, that the Board exit Executive Session and return to Regular Session. The motion carried unanimously.**

The Board returned to Regular Session at 6:58 p.m. Chairman Jones announced that, in Executive Session, the Board had decided unanimously to engage multiple attorneys for personnel matters.



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Public None.

Comments:

Date, Time, and Location for next Regular Meeting : ***Mrs. Brown moved, second by Rev. McDaniels, that the next Regular Meeting of the Board of Trustees be on Tuesday, October 22, 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 7:00 p.m.***