



Approved by the Administrative Board of Trustees at its Regular Meeting on January 28, 2020

Venue: Eudora Welty Library

Call to Order: Chairman Rickey Jones called the meeting to order at 4:09 p.m. with a quorum being present.

Meditation: Mrs. Berry led a short meditation encouraging all to rejoice because of the Christmas season and to enjoy the Christmas pageants and special prayers.

Roll Call: **Trustees Present:** Dr. Alferdteen Harrison, Mr. Ricky Nations, Rev. Wayne McDaniels, Ms. Brenda Bethany, Mrs. Imelda Brown, Mr. Rickey Jones, Mrs. Rosalyn Sylvester and Mrs. Sue Berry

Trustees Absent: Dr. Earline Strickland, Mrs. Mary Garner, Danny Ray Hollins, Mr. Chester Ray Jones

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, ***Dr. Harrison moved, second by Rev. McDaniels, to approve the Regular Board Meeting, September 24, 2019 and Regular Board Meeting, October 22, 2019*** ***Revised Draft Minutes of the September 24, 2019 Regular Board Meeting and the proposed Draft Minutes of the October 22, 2019 Regular Board Meeting. The motion carried unanimously.***

Approval of the Agenda: ***Rev. McDaniels moved, second by Dr. Harrison, that the Agenda be approved as presented. The motion carried.***

ADMINISTRATION Director for Finance, Justin Carter

REPORTS: *Financial Report – October 2019

Financial Reports: *Check Register – October 16, 2019, to November 20, 2019

*Gifts and Donations Report for October 2019

Mr. Carter noted that Income and expenses for the month of October were very close to balancing. He advised the Trustees that taxes from the City would be allocated as collected, noting Rev. McDaniels' and Mrs. Brown's observations that City allocation would fluctuate monthly since the allocation method has changed, and that a large check of about \$900,000 could be expected in January. Mr. Carter explained that the taxes from Hinds County would be late, a situation that occurred once or twice a year, but that the allocation would be addressed at the Supervisors' Meeting on December 16, 2019.

Chairman Jones requested a breakdown of every month – both income and expenses – be sent to him every month.



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Dr. Harrison moved, second by Mrs. Berry, to approve the Financial Report, the Check Register, and the Gifts and Donation Report as presented. Rev. McDaniels abstained. 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.

Mrs. Nichols explained that two of the employees who had left JHLS had done so because they had moved to other states. Rev. McDaniels suggested that those employees reported as having been "Voluntarily Terminated" be re-characterized as "Voluntarily Resigned."

Mrs. Brown moved, second by Rev. McDaniels, 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.

Committee Reports: **Budget Committee:** Chairman Jones reported that the Board of Trustees is researching information regarding a RFP for a new auditor but will continue to use the same auditor (Tann Brown & Russ) until a new auditor is selected. As to the conflict of interest of the same auditor working for both JHLS and the City, Chairman Jones said a consultation with an attorney is required.

Mrs. Furr noted that once the audit has begun, JHLS cannot change auditors for that audit period. She also asked what should be done about the four sealed bids that had already been received from the first bid solicitation in October 2019; she reminded the Board that the same firm had audited JHLS for the past eight years, and one of the new bid proposals was from a well-qualified minority auditing firm.

Chairman Jones replied that the firms that had bid should be notified that the bidding period has been extended, that the Budget Committee had decided additional information needs to be included in a revised RFP and that JHLS, in the meantime, would proceed with the same auditor.

Personnel Committee: Forms were passed out regarding the Executive Director's Evaluation which would be discussed in a follow-up meeting – no date was specified -- called for that purpose.

The Board discussed the employee turnover rate overall as a systemic problem and mentioned possible policy regarding active shooter situations. Chairman Jones requested a



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copy of the current JHLS Employee Handbook with the intention of the Board's reviewing and updating it as needed.

Facilities Committee:

Raymond: Ricky Nations reported that the Raymond Library is in very bad shape with water leaks and cracks in the ceiling and added that the County has committed to tearing out pipes and replacing air conditioning.

Welty: The Board is inviting the Jackson Fire Marshal to the next Board meeting to discuss restrictions imposed on Welty Library.

Byram: Ricky Nations reported on a meeting he had with Richard White regarding the provision of four trailers for a temporary modular library site until the Byram Library can move into the City Hall within the next two years. The situation is recognized as not ideal but workable nevertheless.

Tisdale: Chairman Jones reported that the Committee is working with the owner of property east of the Tisdale location, not otherwise described, and that the Committee will tour the property with City of Jackson officials. Mrs. Furr requested that she and Shannon Presley, IT Administrator, be included.

Regarding other Facilities Committee matters,

- It was noted that the City and the County are eager to pursue acquiring a Bookmobile, but there are no firm plans at this point.
- Mrs. Furr reported that there is a possibility of grant money becoming available to purchase furniture for the new Hamer Library space.
- The grounds at the Medgar Evers Library are being attended to and kept up, pursuant to an observation at the last Board meeting that more effort was indicated.
- The Hamer Library has been cleaned out.

Executive Director's Report: Mrs. Furr's Executive Director's Report was included in the Board Packet sent prior to this Board Meeting. She reported that the Strategic Planning Survey was completed, salient portions of which were included with the Board packet, and that the next step would be to incorporate all feedback in writing the Strategic Plan for JHLS for the next five years, as required by MLC.

Chairman's Report: Chairman Jones reported that the recent MLA Conference in Jackson had been very stimulating and enlightening as to a variety of ways to use libraries and the need to place types of books in libraries based on community needs and desires. Chairman Jones restated the burgeoning interest in acquiring a Bookmobile and the possibility of a new site for the Tisdale Library. He recognized Mrs. Berry for her part in the Eudora Welty birthday celebration.



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Old Business: Shannon Presley, IT Administrator, presented 3 bids, which had been included in the Board packet, for the 122 Windows 10 Circulation Computers, the 22 Circulation Computers and the 100 Public Access Computers. She noted that ERate will pay for moving a lot of the equipment. The bid from Next-Step, a minority vendor located in Clinton, was the lowest bid, that Next-Step has been used before, and that money has been budget-allocated to cover the expenses.

Mrs. Bethany moved, second by Ricky Nations, to accept the bid of Next-Step and to purchase the required equipment. The motion carried.

- New Business:
- A. ***Mr. Nations moved, second by Mrs. Bethany, to approve Staff Day on Thursday, December 12, 2019. The motion carried.***
 - B. ***Mr. Nations moved, second by Dr. Harrison, to approve substituting the State Holiday, Confederate Memorial Day, April 27, 2019 for December 31, New Year's Eve. The motion carried.***
 - C. ***Mr. Nations moved, second by Dr. Harrison, to approve the Longevity Increase Payments for staff. The motion carried.***
 - D. ***Mrs. Berry moved, second by Mr. Nations, to approve the Executive Director, Patty Furr and Deputy Director, Kim Corbett attending the Public Library Association Conference in Nashville, February 25-29th 2020. The motion carried.***

Public Comments: Ms. Sheila O'Flaherty thanked the Board for having verbal presentations of the monthly Finance, Human Resources, Technical Services, and the Deputy Director's report. She noted that the content of those reports is not detailed with the published minutes, and she appreciates the additional insight yielded by the verbal presentations.

Date, Time, and Location for next Regular Meeting : ***Upon motion made and seconded, the Board set its next Regular Meeting on Tuesday, January 28, 2020, at 2:30 p.m., at the Eudora Welty Library and that this meeting be adjourned. The motion carried unanimously, and***

Adjournment: ***The meeting adjourned at 5:32 p.m.***