



Minutes of the Administrative Board of Trustees at its Special Called Meeting on May 29, 2020
APPROVED at the Regular Meeting of the Board of Trustees on June 23, 2020

VENUE: Eudora Welty Library / Virtual Meeting

CALL TO ORDER: Chairman Rickey Jones called the meeting to order at 2:05 p.m.

MEDITATION: Rev. McDaniels gave the Invocation.

ROLL CALL: **Trustees Present at Welty Library:** Chairman Rickey Jones, Mrs. Mary Garner, Mrs. Imelda Brown, Dr. Alferdteen Harrison, and Rev. Wayne McDaniels

Trustees Present via GoToMeeting/Virtual Conference via Telephone Call-in: Dr. Earline Strickland, Mr. Ricky Nations, Mr. Chester Ray Jones, Mrs. Rosalyn Sylvester, and Mrs. Sue Berry

Trustees Absent: Rev. Danny Hollins

Also Present at Welty Library: Mrs. Patty Furr (Executive Director), Mr. Justin Carter (Director of Finance), Mrs. Brenette Nichols (Director of Human Resources), Ms. Shannon Presley (IT Administrator), Mrs. Laura Jane Glascoff (Technology Education Officer), and Mrs. Judith Turnage (Executive Secretary)

Also Present via GoToMeeting/Virtual Conference: Ms. Kim Corbett (Deputy Director) and Mrs. Miao Jin (Director of Technical Processing),

CALLED MEETING AGENDA: 1. JHLS Reopening Plan and Recommendations
2. Library Matters Update and Consideration for Executive Session

A. Human Resources Policies

Mrs. Nichols, the Human Resources Director, distributed and addressed three (3) new policies developed by Human Resources for JHLS' response to the COVID-19 pandemic:

1. Notice of Workplace Exposure to a Communicable Disease
2. Communicable Diseases Policy
3. FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)



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Mrs. Nichols explained that the new policies would provide protocols for both identifying and reporting COVID illness, and she discussed the additional leave time provisions and flexibility for staff who become ill. Mrs. Furr proposed that every employee should be given a copy of the policies and sign, with Human Resources, that they have read the policies.

Dr. Harrison moved, second by Rev. McDaniels, to accept the policies as presented and adopt them as a permanent part of Human Resources policies for staff. The motion carried.

B. COVID Recovery Plan

Mrs. Furr distributed copies of the proposed “Covid-19 Recovery Plan” which explained, in detail, each of the four phases of a recovery plan for reopening JHLS branches:

Recovery Phase 1.1

- 1) Employees Begin Working in Closed Building
- 2) Remote Non-Contact Library Services Offered to Patrons

Recovery Phase 1.2

- Libraries Reopen to Limited Public Services
- Public Access Computer Use
- Public Access to Library Stacks and Check-Out Services

Recovery Phase (Stage) 1.3

- Library Reopens with More Public Services
- Public Seating Available in Library Spaces

Recovery Phase (Stage) 1.4

- Library Operations Return to Normal
- Public Can Reserve Library Meeting and Study Rooms

Mrs. Furr emphasized that in reopening the libraries, protection from COVID-19 infection for both staff and public is the paramount concern and that extraordinary attention must be paid to even the smallest detail to ensure maximum compliance and safety.

Dr. Harrison questioned what would occupy employees who had not yet been trained in hygiene and safety standards until they could be trained and



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assimilated into their working libraries. Mrs. Furr replied that those employees who were not themselves considered to be vulnerable (categories she explained above) and are assigned to closed libraries will be used at Welty Library, gradually, with training, to return to their assigned libraries.

(Extraneous to the objectives of the Special Called Meeting, those being plans for recovery and reopening the libraries, at that point, several Trustees posed questions about storage plans for the books remaining at Tisdale Library, the out-of-order air conditioning at Bolden- Moore Library, and how to get Richard Wright Library repaired so as not to repeat the “fiasco” at Tisdale Library. Mrs. Furr replied that fans and dehumidifiers are working as hard as possible to prevent the development of mold decay and that she is highly reluctant to close any library.

Mr. Nations suggested the money to assist in preserving and repairing the effected libraries may be available from City funds, and Mrs. Furr expressed her support for requesting an opinion from the State’s Attorney General about acquiring City funds for repairs to City-owned properties.

Dr. Strickland believes the Board needs to do an assessment of all libraries owned by the City and complete an exhaustive report to present to the City Council. She agreed with Mr. Nations that there may not be much funding available but that it is the Board’s responsibility to let the City know of the need for repair to its properties.

Returning to the issue of the books remaining at Tisdale Library, Chairman Jones stated firmly that any sale or movement of property will have to be approved first by the Board of Trustees.)

Mrs. Garner suggested that proposed Recovery Plan, Including the employee training frame, have a legal review; Mr. Nations asked who would conduct such a review, and Chairman Jones replied that that matter is not yet decided.

Rev. McDaniels asked if the training had begun, and Mrs. Furr explained that the entire staff had attended a general educational meeting and were informed, as well, as to how libraries nationwide were conducting their reopening activities.



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Mr. Nations asked if the staff is being asked to do more than is specified in their job descriptions and if they should be offered a hazard pay incentive.

Dr. Harrison asked if the public could have attended the general education meeting the staff had attended and if the approved reopening schedule would be published for the public; she was assured in the affirmative as to both matters.

A brief discussion regarding Facilities' upkeep of building cleaning and lawn care developed, and it was decided that a more in-depth review of the situation would occur in an upcoming Finance/Budget Committee meeting.

Dr. Strickland moved, second by Mrs. Garner, to have the Board of Trustees conduct a thorough survey and assessment of all Library System buildings and properties owned by the City of Jackson, and to present a report of the Board's findings and recommendations to the funding authorities. The motion carried.

Dr. Strickland moved, second by Dr. Harrison, to approve the three new Human Resources policies as presented by Mrs. Nichols, Human Resources Director, and the 4-phase COVID Recovery Plan as presented by Mrs. Furr, Executive Director. The motion carried.

EXECUTIVE At 3:16 p.m., Mrs. Brown moved, second by Mr. Chester Ray Jones, that the
SESSION: Board had a need to move into Executive Session. The motion carried, and the Board moved into Executive Session.

Executive At the beginning of the Executive Session, as those present at the Special
Secretary's Post- Called Meeting but not on the Board of Trustees and ineligible to attend the
Meeting Notes: Executive Session, were leaving the room, those several Trustees in attendance via telephone call-in to the virtual(video) conference had their connections to the meeting inadvertently terminated such that they were unable to participate in the Executive Session.



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Those Trustees *unable to participate* were Mrs. Rosalyn Sylvester, Mr. Ricky Nations, Mrs. Sue Berry, Dr. Earline Strickland, and Mr. Chester Ray Jones.

The remaining Trustees who attended the meeting in person at Welty Library and *continued in the Executive Session* were Chairman Rickey Jones, Mrs. Mary Garner, Dr. Alferdteen Harrison, Mrs. Imelda Brown, and Rev. Wayne McDaniels. (Also remaining for the Executive Session was Mrs. Brenette Nichols, Human Resources Director, who was requested by Chairman Jones to take minutes of the Executive Session.)

At approximately 4:30 p.m., the Trustees in the Executive Session left the meeting room, not having reconvened the Special Called Meeting for purposes of reporting on any actions that had been taken in the Executive Session or adjourning the Special Called Meeting.