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*Approved Minutes of Administrative Board of Trustees at its Regular Meeting on July 23, 2019*

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Venue: Quisenberry Library

Call to Order: Chairman Rickey Jones called the meeting to order at 4:10 p.m.

Meditation: Mrs. Sue Berry presented a meditation, and McDaniels offered an opening prayer.

Branch Librarian: Prior to the beginning of the Regular Board Meeting, Chairman Jones recognized Ms. Susan Delmas, the Branch Librarian at Quisenberry Library who shared brief details of the Summer Reading Program at Clinton.

Roll Call: ***Trustees Present:*** Dr. Earline Strickland, Mrs. Mary Garner, Mrs. Imelda Brown; Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Mr. Rickey Jones, Mrs. Sue Berry, Rev. Wayne McDaniels, Mrs. Rosalyn Sylvester, Mr. Ricky Nations  
***Trustees Absent:*** Rev. Danny Ray Hollins, Mrs. Brenda Bethany  
***Also Present:*** Mrs. Patty Furr, Ms. Kimberly Corbett; Mr. Justin Carter, Mrs. Brenette Nichols, Ms. Susan Delmas, Mrs. Judith Turnage, Mr. Doug Ward of Hub International Insurance; Ms. Jennifer Compton, CPA, of Tann, Brown & Russ Co., PLLC

Minutes, Regular Board Meetings, April 23, 2019: The draft minutes of the Regular Meeting on April 23, 2019, were not reviewed at the May meeting due to time constraints. They will be reviewed at the next Regular Meeting of the Board of Trustees on July 23.

Human Resources Report: Mrs. Brenette Nichols presented her report for May, noting a current census of 72 full-time employees and 14 part-time employees. Mr. C. R. Jones stated he was pleased to see the recent trend in hiring young, African American male employees to fill circulation staff duties.

***Mrs. Sylvester moved, second by Mrs. Berry, to approve the Human Resources Report as presented. The motion carried.***

Technical Services Report: Mrs. Miao Jin presented her report for April 2019. Jin noted that library staff had made significant progress in purging 60,000+ old inactive patron accounts from the system, and that donated items were regularly being provided to Friends groups for book sales.

Directors' and Officers' Liability Insurance: Mr. Doug Ward of Hub International Insurance Company was recognized by Chair Rickey Jones. He discussed the Directors and Officers policy the library system carries to cover claims up to \$1,000,000 per claim, with a \$2,000,000 aggregate, with a \$5,000 deductible per claim. Ward included an explanatory sheet with other coverage information.



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Financial Report: Mr. Justin Carter, Director for Finance, presented the Financial Report for May 2019; the Check Register for April 17, 2019 to May 23, 2019, and the Gifts and Donations Reports for April 2019. Rev. McDaniel again requested that the Finance Department print the financial report with the negative fund balances in red as was previously done.

Carter discussed a recent city-mandated change in process whereby the City of Jackson distributes library tax millage. Carter reported that the City Budget Office had informed him by phone in early May and told him that they could no longer send the twelve monthly checks that the library system had always previously received. Carter was told that City of Jackson's auditor had mandated that the full amount of received tax millage be passed to the library at the time of its receipt from the Tax Assessor. Carter noted that these funds have been placed in a suspense account and will not be reflected in the Statement of Income and Expenses.

Chairman Jones questioned Mr. Carter about whether library staff had informed the City of Jackson about the Library Board's desire to have tax funds distributed in monthly amounts. Carter replied that since they had never been formally informed by letter on the rationale for the changes, he request that the City of Jackson provide a written letter explaining the change and the reason behind it. Carter promised to provide the letter for the Board's attention at the next meeting, and that he would relay any Board actions to the City or County.

***Mrs. Sylvester moved, second by Dr. Harrison, to accept the Financial Report, Check Register and Gifts and Donations Report as presented. Reverend McDaniels opposed the motion. The motion carried.***

Auditor's Presentation: Jennifer Compton, CPA, of Tann, Brown & Russ Co., PLLC, resented the annual audit for the fiscal year ended September 30, 2018.

Ms. Compton characterized the audit as a "clean report" and reviewed the audit by sections. She confirmed, at Chairman Jones's request, that the audit showed total expenses of \$4,992,853 and total revenues of \$4,456,740, showing a net loss of \$534,322, which included depreciation on library equipment and furniture. Compton noted that year-to-year funds in the JHLS account were critically low, and recommended that changes be made in next year's budget to begin to accumulate needed emergency reserves. The auditor also recommended that the Finance Department receive more oversight in regard to implementing recommendations made by the auditor to ensure that these items receive attention in a timely manner.

***Rev. McDaniels moved, second by Dr. Harrison, to accept the Annual Audit as presented. The motion carried.***



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Executive Director's Report: Mrs. Furr presented additional information on 2018-19 Budget Year. Furr noted that that spending had been cut in most of the discretionary budget categories such as salaries, payroll, building and grounds, computer maintenance, as well as in the area of purchasing in categories such as library supplies, equipment, books, periodicals and ebooks. These categories together were under budget in the amount of \$144,633. Furr traced shortfalls in several revenue accounts to the unfortunate closures of several libraries due plumbing and HVAC repairs. Furr noted that when a library closes, especially for an extended period, faxing, printing and copying revenues will fall off considerably. Furr further explained that a mistake in posting utility bills with the wrong date resulted in \$41,000 in utility costs being charged to the 2018-19 budget instead of them being placed in the 2019-20 budget where they belonged. She noted that several reimbursements for 2018-19 expenditures were received, but the payments did not arrive in time to be classified in the prior budget year. Furr assured the Board that 2019-20 spending was being closely monitored with the goal of providing \$30,000 to \$50,000 in surplus funding that could be transferred back into the general fund at the end of the budget year. Furr also shared that she has been meeting on a bi-weekly basis with the Finance Director Justin Carter to make sure that changes requested by the auditor were enacted promptly, and that a review of the availability of funds in all categories was undertaken before purchasing decisions were being made.

Chairman's Report: None.

Committee Reports: None.

Old Business: 1. RFP JHLS Board Attorney. The Personnel Committee presented the draft RFP which would allow the Board to hire an attorney on a pro bono or fixed retainer. The Committee proposed releasing the RFP to both the Magnolia and Capital Area Bar Associations noting that they would report back to the board as applications were received. The Trustees were in agreement with the work presented, but no board action was taken.

1. JHLS Budget for FY 2019-2020 was discussed and questions regarding the budget were answered by Finance Director Justin Carter, and Executive Director Patty Furr.

***Mrs. Sylvester moved, second by Mrs. Berry, to accept the proposed budget as presented. No action was taken on the motion.***

Suggestions were made to amend the proposed budget to be presented to the City Council.



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***Mrs. Sylvester moved, second by Mr. C.R. Jones, to accept the proposed budget as amended. Rev. McDaniels abstained. The motion carried.***

2. 2019 Accreditation Report.

***Dr. Harrison moved, second by Mrs. Berry, to approve the Accreditation Report. The motion carried.***

3. MLC Star Library System Criteria.

The Trustees discussed ways in which JHLS could improve their rating in order to be classed as a “Star Library” by the Mississippi Library Commission. Furr provided a statistical analysis of the 2018-2019 Star Libraries, noting that the criteria for the award included having the highest number of library visits, circulation statistics, public computer use and total program attendance. The Jackson Hinds Library System ranks well within the top categories for computer use and library visits, but improvements remain in the categories of program attendance and circulation of library materials. Furr also shared information regarding a bookmobile. Dr. Strickland proposed that they meet with Supervisor Robert Graham to further discuss the matter in the near future. No parliamentary action was taken.

Date, Time, and Location for next Regular Meeting : ***A motion was made and seconded that the next Regular Meeting of the Board of Trustees be on Tuesday, July 23, at 4 p.m., at the Beverly J. Brown Library in Byram. The motion carried.***

Adjournment : ***6:36 p.m.: Dr. Harris moved, second by Mrs. Betty, to adjourn the meeting. The motion carried, and the meeting adjourned at 6:36 p.m.***