



APPROVED Minutes of the Regular Meeting of the Administrative Board of Trustees on Jul 28, 2020

VENUE: Quisenberry Library, Clinton / Virtual Meeting

CALL TO ORDER: Chairman Rickey Jones called the meeting to order at 4:10 p.m.

MEDITATION: Rev. Wayne McDaniels gave the Invocation.

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

Trustees Present via GoToMeeting/Virtual Conference: Mrs. Rosalyn Sylvester, Mrs. Imelda Brown, Mr. Ricky Nations,

Trustees Absent: Rev. Danny Ray Hollins, Mr. Chester Ray Jones, and Mrs. Sue Berry

Also Present via GoToMeeting/Virtual Conference: Ms. Kimberly Corbett (Interim Director), Mr. Justin Carter (Director of Finance), Ms. Brenette Nichols (Director of Human Resources), Ms. Miao Jin (Director of Technical Processing), Ms. Shannon Presley (IT Administrator), Mr. Joe Schutt (IT Technician), and Mrs. Judith Turnage (Executive Secretary)

APPROVAL OF MINUTES: ***Dr. Harrison moved, second by Mrs. Garner, to approve the draft minutes of the Regular Board meeting of June 23, 2020; the motion carried.***
REGULAR BOARD MEETING
JUNE 23, 2020

APPROVAL OF AGENDA: ***Rev. McDaniels moved, second by Dr. Harrison, to accept the Agenda as otherwise proposed. The motion carried.***

ADMINISTRATION REPORTS: Finance Director, Justin Carter
Financial Reports: *Financial Report – July 2020
*Check Register – June 16, 2020 to July 21, 2020
*Gifts and Donations Report for July 16, 2020

Mr. Carter began his financial reports by distributing:

1. A Profit & Loss projection from May (cumulative for the fiscal year to that month) through September, the end of the fiscal year;
2. A list of expenses (included in the financial report but not listed as a separate line item) for items purchased strictly related to the COVID pandemic from February 20, 2020 through June 26, 2020;
3. A proposed RFP for bids for a public accountant for the upcoming fiscal year; and
4. A statement of current funds held at the Library System's bank, BankPlus.

Mr. Carter requested authority to add a line item to Quik Books to reflect purchases related only to COVID expenses. Rev. McDaniels supported Mr. Carter's request and stated that it would assist with future audits to have the account clearly defined rather than included with general office expenses.



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Mr. Carter continued with his report, announcing the current income is \$3,574,559.99, which is doing very well considering "...everything that's going on"; basically, for the last six months, JHLS has not had any revenue coming in from the libraries, and there have been no donations from Friends Groups (typically in the \$5-10k range) because, according to Interim Director Kim Corbett, the Friends have not been meeting. Mr. Carter anticipates a payment of \$139,000 from Hinds County in September.

Chairman Jones added that the JHLS Board has alerted the City that JHLS wants and expects the one-twelfth of appropriated fees every month, from taxpayer funds as collected, and that will make the budget steadier.

Chairman Jones asked which one of the accounts represents the Law Library. Mr. Carter, confirming that Chairman Jones was referring to the BankPlus statement, stated that was included in Public Funds #6719, and added that JHLS had received its \$27,000.00 from CAVA, which comes in once a year, and is an increase from the \$23,000.00 it had been in recent years.

Referring to expenses, Mr. Carter reported that expenses are down currently but the numbers will fluctuate as allocations vary from Hinds County and the City of Jackson. Chairman Jones reiterated that having the disbursements from the City of Jackson kept at a steady payment of one-twelfth of appropriated funds will have a significant impact on budget consistency and a "lack of surprises" which should prevent past episodes of unexpected shortfalls.

Chairman Jones asked how far the PPE expenses when to cover staff requirements. Director Corbett said that staff was being supplied but, also, she had found a good buy at Office Depot and had purchase a small supply of paper masks and hand sanitizers.

Rev. McDaniels asked for assurance that outlying branches such as Bolton and Edwards, as well as the larger branches, get sufficient supplies and was told that they have been supplied. Director Corbett also stated that she is checking frequently with all branches to be sure that are being adequately supplied.

Continuing his report, Mr. Carter suggested that the Finance Committee meet to revisit the many moving parts, including the impact of COVID, of the budget prior to the County and City budget hearings in August. Dr. Strickland thought it might be better to wait until after the budgets were approved. Mr. Carter agreed.

Mr. Carter also requested the Finance Committee to approve the RFP for selection of an auditor for the next fiscal year.

Chairman Jones requested an update on the audit. Mr. Carter replied that no response had been received from Attorney Jones, but that the audit still required a letter from the attorney. The last e-mail from the auditor stated that he had not received a letter from



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Attorney Jones. Chairman Jones said that the Finance Committee will follow up on the situation.

Rev. McDaniels, second by Dr. Harrison, moved to authorize the expenditures listed in item 2, above, and to authorize adding a line item (64001) to Quik Books, the Library System's accounting software, to pertain to ongoing COVID expenses exclusively. The motion carried.

Rev. McDaniels moved, second by Mrs. Garner, to accept the Financial Report as presented by Mr. Carter. The motion carried.

Dr. Strickland added that the expenses for the PPE purchased seemed high, but she is aware that COVID has driven prices up. She wondered if bulk purchasing might be possible. Director Corbett stated that the purchases listed in the Financial Report were those made by Mrs. Fur who had been trying to get JHLS stocked up so that the libraries could re-open. Ms. Corbett added that she is starting to be able to find the materials that JHLS needs at Sam's and Office Depot (JHLS is on a State contract with them).

Rev. McDaniels remarked that he possibly had some contacts for bulk purchases of supply items such as sanitizer, masks, paper towels, etc.; he would report his findings at the next Board Meeting.

Chairman Jones then referred to the RFP that Mr. Carter had distributed and requested a motion that, when the RFP had been cleared by the Finance Committee, that it be posted for bids for JHLS to hire a new auditor for the upcoming fiscal year.

Dr. Strickland noted that the RFP stated the completed audit would be due on March 30, 2021. Mr. Carter explained that March 30 is a firm date set by MLC when the audit must be in the hands of JHLS to be turned in to MLC. He continued that the audit, presuming everything is "normal" with it, would be presented to the Board of Trustees in April.

Dr. Strickland suggested that the Finance Committee did not require a motion but would review the RFP and approve it and, then, provide its recommendations to Mr. Carter.

Chairman Jones continued to explain the considerations of the Finance Committee in its recent meeting, including a budget proposal for PPE expenses.

ADMINISTRATION Human Resources Director, Mrs. Brenette Nichols
REPORTS:

Human Resources Report: Mrs. Nichols reported that there had been a total of 81 employees, (66 full-time and 15 part-time), three voluntary resignations, and one involuntary resignation. Also, there are no job opportunities listed on the report.



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Rev. McDaniels asked if the Richard Wright Library is open and inquired as to the status of the heat and air. Ms. Corbett replied that the air currently is fine at the branch and it is doing curbside service for the public; it does not have operating plumbing, however, to the point that employees must take breaks at local businesses. Rev. McDaniels concluded that the situation at the branch is unacceptably unsanitary, and the branch should be closed until the plumbing is repaired; he did suggest, though, that the air be left on but the employees at that branch be reassigned.

Dr. Harrison asked how long the condition at Richard Wright might continue, and it was noted that the branch is property of the City, and there are many things the City hasn't worked on yet.

Chairman Jones said that the Facilities Committee is in the process of assessing all of the library branches that are property of the City and preparing a list of matters requiring the City's attention and that the Board will inform the City Council of the plumbing failure at Richard Wright. Dr. Strickland stated that, from a political standpoint, JHLS needs to let the City know the branch is open, but there is no water and it does not meet acceptable standards for operation, particularly in light of the pandemic. Chairman Jones said that the Board will write a letter about Richard Wright to the City. Dr. Strickland requested that Ms. Corbett send a note to the Board about Richard Wright, and her note could be attached to their letter to the City Council.

Mrs. Nichols requested that Human Resources be permitted to move its payroll software from the JHLS internet server to the Cloud so that, when the libraries must be closed (such as in the pandemic), it will be much easier to process payroll for the employees from outside JHLS property. Mrs. Nichols added that vendors JHLS has agreed to waive some of the charges to move it into the Cloud. Rev. McDaniels asked for and received assurance from Mrs. Nichols that using a password would still be necessary with the Cloud and that security continue to be stable.

Chairman Jones said that the Personnel and Evaluation Committee would review the proposal to move HR software to the Cloud and would make its recommendations to the Board.

Mrs. Garner noticed that the staff census is dropping and asked if JHLS is now open to hiring replacements for at least the three recent voluntary resignees.

Chairman Jones said that the Executive Committee would be meeting to discuss the Board's position on hiring, among many other things. Ms. Corbett added that she is totally in favor of being conservative about staffing just now, especially in light of the strictures of COVID, but she requested hiring staff for the Utica Library; that branch is currently staffed by a floater who could be used at other branches quite often were she not required at Utica.



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Dr. Strickland asked about the facilities position that had been filled by a TempStaff employee. Mrs. Nichols said that she, Ms. Corbett, and Mr. Carter had discussed the situation and were in agreement that the temporary employee would be dismissed very shortly. Dr. Strickland replied that the Board will continue to review actual staff requirements, in light of the low census, and noted the Board's appreciation of the staff's awareness about hiring new employees under the current circumstances.

Rev. McDaniels moved, second by Dr. Harrison, to accept the Human Resources report as presented. While it was difficult to count the votes of those Trustees attending the meeting virtually, it appeared to the Chairman that the motion carried.

Mrs. Brown moved, second by Rev. McDaniels, to accept the report of the Human Resources Director as presented. The motion carried.

ADMINISTRATION REPORT: Chairman Jones requested that the Technical Services Report be accepted as written and presented to the Board.

Technical Services Report: ***A motion was made and properly seconded that the Technical Services Report be accepted as written and presented to the Board. The motion carried.***

COMMITTEE REPORTS:

Facilities Committee: Chairman Jones confirmed that the Board will get a letter to the City Council about the plumbing situation at Richard Wright Library.

Bylaws Committee: Mrs. Garner addressed the Board about the Amendment to the Bylaws proposed to the Board in March 2019. She said she was unsure of exactly what the Board needed to do about them – whether or not the proposed Amendment needed to be approved again. She referred to the minutes from that meeting and noted that the roll call indicated there were six Trustees present and five Trustees absent at the meeting at a time when there were three vacant Trustee appointments, leading her to conclude that there was a quorum present at the March meeting. She was also confused about how it developed that the two of the five proposed amendments seem to have been selected in a somewhat scattershot manner for consideration by the Board, not consecutively as the amendments were written in the proposal. Mrs. Garner stressed her concern that the other three amendments which had not been addressed by the Board be approved and to make sure that the amendments be incorporated into the Board's Bylaws.

Mr. Nations asked Mrs. Garner what steps the Trustees should take to change the Bylaws.

Mrs. Garner explained that the amendments (at least two of them) had been voted on in March 2019, but it was later determined that there was not an extant quorum at that meeting.



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Mr. Nations pointed out that there were only two vacant Trustee appointments at that time – not three, as Mrs. Garner had suggested and as she noted from the agenda for the March 2019 meeting. Mr. Nations responded that although he was absent from the March 2019 meeting, he had been appointed a week earlier to fill the Trustee appointment for Hinds County District 4 and his appointment raised the census of appointed Trustees to twelve; therefore, the six Trustees present at the meeting did not constitute a quorum.

Mrs. Garner, again, noted that Mr. Nations was not listed on the March meeting agenda that had been distributed to the Trustees by U.S. Mail and by e-mail in the Board Packet preparatory to the Board Meeting.

The Executive Secretary explained that when the documents for the Board Packet were written, assembled, and distributed a week before the March 2019 meeting, she was unaware that a Trustee (Mr. Nations) had been appointed for Hinds County District 4 on March 18, 2019. Consequently, the agenda that the Trustees received in the Board Packet inaccurately reflected only eleven of the twelve appointed Trustees.

Chairman Jones summarized the situation that the Trustees concurred that, based on the information that had been presented to them at the March 2019 meeting, however inaccurate, the Board was in compliance with adopting the Amended Bylaws presented at the Board Meeting on March 26, 2019. He stated that a Nominating Committee would be appointed at the next meeting for electing officers for the new fiscal year.

INTERIM DIRECTOR'S REPORT: Ms. Kimberly Corbett opened her report by stating that she is “super proud” of the JHLS staff during these difficult months, and she thinks the staff has done a great job getting the libraries re-opened and running. She said that curbside service is going well and has had a pretty good amount of usage. Also, providing a little bit of revenue, a few patrons have come in by appointment to use the copiers and the scanner; even so, there have not been many patrons to do this, and the machines are sanitized thoroughly between usages. Also, one of her continuing goals is to provide all staff with two-three washable masks.

Summer reading went very well, and Ms. Corbett will have statistics from that and report more in depth at next month’s Board Meeting.

Fannie Lou Hamer is still closed due to one issue with electrical wiring that needs to be taken care of with Jackson Housing Authority. Ms. Corbett believes the branch looks “fantastic” and will be a huge asset to the Library System.

Ms. Corbett said that she has been working with the Mississippi Library Commission to find out exactly where JHLS is with grants programming. She is trying to obtain more information about the CARES Grant, which is some of the federal stimulus money that MLC is spreading out among the libraries. JHLS can get approximately \$14,000 back for some of the money spent on PPE. She announced, too, that had applied for an LSTA grant for development that JHLS won; JHLS was awarded \$2,879.89 for large-print



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books, local history books, and similar books. Ms. Corbett is continuing to work on finding other grant opportunities.

Ms. Corbett reported that JHLS had one staff member at Byram Library who tested positive for COVID. The Byram branch was closed at once, and the Facilities Department went immediately to thoroughly clean and sanitize the branch. The other staff were tested, and, testing negative, were back at work.

Dr. Strickland noted that schools will soon be opening and many of the students and parents will not be able to engage successfully in education because they don't have wi-fi connections and/or computers that they need. She wondered what JHLS is going to do about the hours, extending them are necessary.

Ms. Corbett replied that the Board sets the hours. She will make suggestions, but she needs direction from the Board as to what they want. She thinks it would be best to keep to curbside service for now because of COVID. If branches can keep numbers of patrons coming into the branches limited, JHLS could start extending the hours again.

Dr. Harrison asked how, to when, the hours would be extended.

Ms. Corbett suggested 7 p.m. but added that it really depends on the branch; some of the smaller branches would not require much usage. Larger branches, such as Quisenberry, Eudora Welty, and Medgar Evers, could start extending their hours. Ms. Corbett asked the Board if it wanted her to research extending the hours and reporting her findings to the Board.

Chairman Jones said that his council person (Charles H. Tillman) preferred that Eudora Welty Library be open definitely until 9 p.m., especially since Welty is considered to be the main library, and the students will need to have access to wi-fi for 24 hours a day.

Ms. Corbett said that she could start working on some schedules, cautioning the Board that extending hours would present a need to reconsider staffing levels. Dr. Strickland asked that Ms. Corbett proceed with working up some models or proposals for extending hours and considering what staffing levels would be required.

Chairman Jones stated that the fact that Jackson Public Schools is keeping its students at home for the entire semester, prompted Dr. Strickland to allude to JHLS' services definitely being more needed now, with students needing computers and activities.

Ms. Corbett said that she had considered doing some sort of Fall Program, somewhat similar to the Summer Reading Program, to try to keep some services going – not just disappear now that summer is over. She said she would work up some proposals for the Board's consideration. Dr. Strickland stated that extending the hours and scheduling staffing levels are priority concerns because there will be many children will not have the



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resources that they need unless JHLS can provide them. Ms. Corbett said she would try to have some possibilities for Dr. Strickland in the next few days.

Mrs. Nichols asked if the internet is on 24/7 or is it on for certain hours. Ms. Shannon Presley, IT Administrator, said that the internet cuts off at 9 p.m. Mrs. Nichols asked if that is so that JHLS can save money. Ms. Presley said they started cutting it off because JHLS was having issues with vandalism at some of the branches where people were attempting to use the wi-fi connections at the branches all night; they were bringing food and trash was everywhere. At the Richard Wright location, there had been gunshots and shells all over the parking lot, and bricks had been torn off the building. It had been decided by the previous Executive Director to cut off the wi-fi connection at night to prevent these types of behaviors; nevertheless, the wi-fi connection can be adjusted at any point the Board requests.

Dr. Strickland stated that Ms. Corbett and Ms. Presley, and possibly other JHLS staff, become a team and develop some plans for the Board to consider because the wi-fi connection is needed. Ms. Corbett replied that she would get a committee together and start hammering out some options for the Board's consideration.

Rev. McDaniels agreed that the internet issue is very important because no one knows how long the pandemic is going to last, and computer access is paramount for students. He said the JHLS has to "be a team player in the community also", and the community is going to be depending on the libraries to have some internet service. Ms. Corbett agreed to do whatever is necessary to provide the required services to the community.

CHAIRMAN'S REPORT: Chairman Jones announced that the Board had moved to ask Ms. Kim Corbett to be the Interim Director for the Library System, and they will be finalizing that with her. The Board also moved to have Pieter Teeuwissen to be JHLS' interim counsel until September 30 at which time the Board will reconvene to decide how to move from there.

Chairman Jones also referred to a Resolution for the Board to approve removing Mrs. Fur as a signatory to the JHLS bank account at BankPlus.

Dr. Strickland moved, second by Mrs. Garner, to approve the Resolution removing Mrs. Patty Fur as signatory to the JHLS bank account at BankPlus. The motion carried.

DATE, TIME AND LOCATION FOR NEXT MEETING: Chairman Jones stated that the next meeting date is scheduled for Tuesday, August 25, at Eudora Welty Library.

ADJOURNMENT: ***Rev. McDaniels moved, second by Dr. Harrison, that the meeting be adjourned at 5:30 p.m. The motion carried.***