



*Minutes of the Regular Meeting of the Administrative Board of Trustees approved on September 22, 2020*

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VENUE: Eudora Welty Library / Virtual Meeting

CALL TO ORDER: Chairman Rickey Jones called the meeting to order at 4:15 p.m.

MEDITATION: Mrs. Sue Berry gave the Invocation.

ROLL CALL: **Trustees Present at Welty Library:** Chairman Rickey Jones, Mr. Chester Ray Jones

**Trustees Present via GoToMeeting/Virtual Conference:** Dr. Earline Strickland, Mrs. Mary Garner, Mrs. Rosalyn Sylvester, Mrs. Sue Berry, Mr. Ricky Nations, Mrs. Imelda Brown, Rev. Wayne McDaniels, Rev. Danny Ray Hollins

**Trustees Absent:** Dr. Alferdteen Harrison

**Also Present via GoToMeeting/Virtual Conference:** Ms. Kimberly Corbett (Interim Executive Director), Mr. Justin Carter (Director of Finance), Mrs. Brenette Nichols (Director of Human Resources), Ms. Miao Jin (Director of Technical Processing), Ms. Shannon Presley (IT Administrator), Mr. Joe Schutt (IT Technician), Mrs. Ellen McLean (PR/Publicity Coordinator), Mr. Pieter Teeuwissen, JHLS Board Attorney, and Mrs. Judith Turnage (Executive Secretary)

APPROVAL OF MINUTES OF REGULAR BOARD MEETING OF JULY 28, 2020 ***Rev. McDaniels moved, second by Mrs. Imelda Brown, to approve the Draft Minutes of the Regular Board Meeting held on July 28, 2020. The motion carried.***

APPROVAL OF AGENDA: ***Mrs. Berry noted that the Draft Agenda reflected approval of the Draft Minutes of the Regular Board Meeting of June 23, 2020, whereas the correct date was July 25, 2020. With that change noted, Mr. Chester Ray Jones moved, second by Dr. Strickland, that the Draft Agenda be approved as presented. The motion carried.***

ADMINISTRATION REPORTS: Finance Director, Justin Carter  
Financial Reports: \*Financial Report – July 2020  
\*Check Register – July 1, 2020 to August 18, 2020  
\*Gifts and Donations Report for July, 2020

Mr. Carter distributed a Balance of Accounts and a Profit/Loss Projection for the rest of the year. He reviewed the documents and explained that he would prepare updates of each Board meeting. He noted that Line Item 64001-PPE/CVD, a new line item had been added to the Statement of Income and Expenses; he said he did not anticipate many COVID-related expenses under that line item, but they can now be clearly defined on the Statement. Considering the Payroll Expenses line item, the expense for the temporary employee for facilities was gone and would not reappear.

Mr. Carter assigned approximate percentages to the Income and Expense categories, and Dr. Strickland noted that she appreciated the refinement and hopes he will be able to continue to provide that information in his reports.



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Mr. Carter discussed the results of the Hinds County Board of Supervisors hearing regarding the budget for the Library System for fiscal year 2020/2021. JHLS had submitted its proposal requesting the same amount of funding it received last year (\$1,660,257.87), but the Board of Supervisors cut the proposal by approximately 11.7% (\$194,974.00) for a total of \$1,467,683.87.

Ms. Corbett expressed her significant concerns about the Mississippi Library Commission's Maintenance of Effort requirement for funding of library systems such that if a library system's budget is cut more than 2% from the previous year's budget, that library system may lose its Personnel Incentive Grant (PIG). Last year's PIG was \$226,000.00, and JHLS can ill afford such a loss this year.

Mr. Carter said he hoped the City of Jackson, whose funding for JHLS has not yet been announced, would make up the difference, and Mr. Chester Ray Jones asked what argument(s) might JHLS use to persuade the City. Ms. Corbett replied that the extremely low staffing level's deleterious effect on library branch functioning might be effective, and Mr. Carter suggested the correlative possibility of having to close library branches might be a potent justification, as well.

Mr. Pieter Teeuwissen, the JHLS Board Attorney, thinks the County collects a certain amount of tax millage that is dedicated to JHLS, and that amount should go directly to JHLS. He added that the Tax Assessor can report that millage amount, and the County cannot alter or otherwise withhold dedicated millage.

Mrs. Berry noted that expenses will go up when the libraries are fully opened, so the budget from the County is insufficient, but Mr. Nations said he thought the Supervisors would reject that argument.

In any event, Dr. Strickland said that there is a stark and immediate need to form a working committee comprising the Board's Budget Committee and JHLS staff to attempt to form plans for library operations that will conform to the reality of the budget it has been handed by the County. Ms. Corbett said that she anticipated some fairly drastic measures would be necessary such as significant cuts to branch staffing (which is already significantly diminished) and cuts to branch hours of operations, if not closing some branches altogether.

Chairman Jones said he would confer with Dr. Strickland, Chairman of the Board's Budget Committee, to get something into place very quickly.

***Mr. Ricky Nations moved, second by Dr. Strickland, to accept Mr. Carter's Financial Reports as presented and discussed. The motion carried.***



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ADMINISTRATION Human Resources Report, Mrs. Brenette Nichols

REPORTS:

Human Resources Report: Mrs. Nichols reported that there had been a census of 78 employees (65 full-time and 13 part-time) and three voluntary resignations in August. The temporary employee position in Facilities was eliminated and that employee was released; there are no job opportunities listed on the report.

Ms. Corbett said that there are vacancies in Raymond for a branch manager and in Utica circulation, which is currently being covered by only a floater whose time is unavailable to any other library. She explained that both positions are critical.

***Dr. Strickland moved, second by Mrs. Garner, to approve advertising “in-house” for the position of Branch Manager at the Raymond branch. The motion carried.***

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

ADMINISTRATION Technical Services Director, Mrs. Miao Jin

REPORT:

Technical Services Report: Mrs. Jin presented her report, describing specifically her negotiations for contracting the Overdrive platform for e-books at a much lower rate for one more year at which point she suggests re-evaluating the service before extending the contract. Mr. Chester Ray Jones recommended the removal of the contract clause dictating that the contract “shall automatically renew,” adding that the adjustment would bring the contract into compliance with Mississippi law.

Mrs. Jin also reported a savings of \$2,500 for discontinuing RBD services for e-books, which would be redundant with the Overdrive contract, while retaining digital comics and graphic novels. Mrs. Sue Berry complimented Mrs. Jin and expressed her appreciation for her negotiating skills.

Since the Overdrive contract was time-sensitive and would lapse without action, ***Dr. Strickland moved, second by Mrs. Berry, to approve the Overdrive contract for e-books, as presented by Mrs. Jin, for a one year at the rate of \$4,000.00, provided the “shall automatically renew” clause is removed from the contract, and to re-evaluate the service next year to consider continuing. The motion carried.***

COMMITTEE Dr. Strickland stated that she had not been able to attend the budget hearing but that  
REPORTS: everything that related to it had been discussed.

Budget Committee

Chairman Jones reported that he was able to attend the budget hearings for the City of Jackson and said that he had introduced Ms. Corbett as the Interim Executive Director and explained to the City Council that JHLS had eliminated the temporary employee position, a modification to the budget proposal as presented. Other questions arose



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regarding the different branches to which Chairman Jones replied that the Administrative Board of Trustees was in the process of assessing what the Library System's needs are and that the Board would report those needs as they are defined to the City Council; the City Council was very receptive to that plan. The City Council was especially concerned with the Tisdale and Eudora Welty branches.

The Trustees questioned whether all of the usable contents of the Tisdale branch had been removed before the branch was relinquished to the City. Ms. Corbett stated that some of the furniture had been re-distributed throughout the library system, and the computers had been returned to Welty. She also said the oil portrait of Charles Tisdale had been removed from the branch and is being maintained at the Welty branch.

Bylaws Committee Mrs. Garner stated that the matter of the proposed Amended Bylaws was to be put "on hold" until further review by Mr. Pieter Teeuwissen, JHLS Board Attorney, and the Mississippi Library Commission.

Finance Committee Mr. Carter reported to the Board that the RFP for a new auditing firm is ready to go but asked what publications the Board wanted him to use and the time for running the ad. Chairman Jones said he would forward that information to Mr. Carter.

Facilities Committee: Chairman Jones stated that he had received detailed information from Ms. Corbett about the issues in the various branches that require attention. He said that the Board will be drafting a letter to the City of Jackson to discuss some of the concerns JHLS has and to work collaboratively to get those corrected. The City Council suggested that the matter of the budget should first be resolved, and the JHLS concerns could then be addressed.

Chairman Jones announced that the internet service would be available at all JHLS locations for 24 hours to address constituents' need to access, especially since school students are being educated virtually due to the pandemic.

Chairman Jones concluded by stating that the Fire Marshal's report would be coming out soon and a copy of that will be sent to the Trustees.

Mr. Nations asked Chairman Jones what the City Council had said about Richard Wright branch. Chairman Jones replied that they have not said anything specifically about Richard Wright but that the matter, and Bolden Moore, is part of the Board's ongoing assessment of JHLS needs, those to be addressed after the budget is resolved.

INTERIM EXECUTIVE DIRECTOR'S REPORT: Ms. Corbett reported that the computer reservation system is up and running, as discussed at the last Board meeting, and explained the details of that operation. The branches seem to be doing quite well with the program, and many are booked well in advance.



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Ms. Corbett reported that the Summer Reading Program, having had 464 registered participants, 27,283 items checked out, and 95 programs in which 2,500 people participated, was very successful despite the constraints of the pandemic. Mrs. Berry said that her great-granddaughter, who is 15 months old and is read to by her mother, grandmother and great grandmother, had received a certificate for her participation in the Summer Reading Program. Mrs. Berry added that she is proud of Ms. Corbett's management of the Summer Reading Program.

Ms. Corbett explained that the Mississippi Library Commission had recently brought to her attention the fact that a section of the Library System's existing "Policy for All Employees Who Leave Employment," as contained in the Library System's Employee Handbook, does not comply with federal standards (2 CFR § 200.430 - Compensation - Personal Services) and must be revised. If JHLS is not in compliance with federal standards, awards of federal grants for JHLS and participation in other beneficial federal programs will be jeopardized. The current policy provides that employees leaving without providing a written notice two weeks in advance would lose earned or accrued benefits. Ms. Corbett clarified the matter at Mr. Chester Ray Jones's request and assured him that it is her recommendation that the revision to the policy be made in order to preserve the Library System's good standing in terms of federal compliance. Mr. Pieter Teeuwissen, JHLS Board Attorney, agreed that the Library System needs to be in compliance.

Ms. Corbett's proposed amendment retains the requirement for a two-week notice of resignation or retirement but removes the financial penalties if the two-week notice is not given; employees not giving the two-week notice, however, will be ineligible for rehire.

***Mr. Nations moved, second by Mrs. Berry, to approve revising the "Policy for All Employees Who Leave Employment" from the Library System's Employee Handbook, as suggested by Ms. Corbett, to remove language punitive to employees who resign or retire without first having given a written two-week notice, thereby bringing the Library System into federal compliance with 2 CFR § 200.430 - Compensation - Personal Services. The motion carried.***

Ms. Corbett requested permission to apply for federal CARES grant funding, in connection with COVID-19, which will reimburse JHLS for PPE supplies already purchased and, potentially, offset any funding cuts due to the pandemic's effect on the economy. She noted that the CARES grant funding does not necessarily have to be earmarked for COVID expenses, that the Board could use the funding for other purpose(s).

***Mr. Nations moved, second by Dr. Strickland, to approve Ms. Corbett's submitting a grant application for CARES funding and, if funding is awarded, to have the Board consider how the funds will be spent. The motion carried.***



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Ms. Corbett requested the Board to consider moving Human Resources software to the Cloud, through Sage HRMS Hosting Services, to improve HR function and to allow work from off-site – a significant consideration in light of possible pandemic lockdowns and, among other possibilities, weather disruptions. Mr. Carter had reviewed the Sage proposal and considered it financially feasible; he also noted that there is a deadline contained in the proposal so the matter should be decided as soon as possible. Mrs. Nichols, Director for Human Resources, explained how the Cloud also would increase efficiency and accuracy. Moreover, at present, every time a problem arises with the current HR software, a consultant must be called. The expense of Cloud hosting would more than offset the customary consultant’s fees annually.

*Mr. Nations moved, second by Dr. Strickland, to approve upgrading the Library System’s Human Resources platform by moving its software to the Cloud through Sage HRMS Hosting Services. The motion carried.*

CHAIRMAN’S REPORT: Chairman Jones stated that he had covered everything in his report in the meeting thus far. He asked if there were remaining motions, and there were not.

EXECUTIVE SESSION: Chairman Jones announced that there were personnel and other legal matters to discuss, and he requested a motion for consideration for going into Executive Session.

*Mr. Chester Ray Jones moved, second by Mrs. Garner, that there was a need for the Board to consider a need to enter into Executive Session to discuss personnel and legal matters. The motion carried, and the Board entered Executive Session at 5:49 p.m.*

RETURN TO REGULAR SESSION: *Upon motion made, seconded, and carried, the Board returned to Regular Session, and the Board returned to Regular Session at 6:38 p.m.*

*Mr. Chester Ray Jones, Board Parliamentarian, announced that the Board, while in Executive Session, had moved and carried motions to:*

- 1. Continue discussions with the Interim Executive Director regarding compensation; and*
- 2. Authorize Kimberly Corbett, Interim Executive Directive, as signatory to the JHLS bank account at BankPlus bank.*

DATE, TIME AND LOCATION FOR NEXT MEETING: Chairman Jones stated that the next meeting date is scheduled for Tuesday, September 22, 2020, at 4:00 p.m., at Eudora Welty Library.

ADJOURNMENT: *Chairman Jones asked the Board to acknowledge the recent death of Mrs. Mary Sue Nations, Trustee Ricky Nation’s mother, by dedicating its work in this meeting to her memory.*

*Upon motion being made, seconded, and carried, the meeting adjourned at 6.45 p.m.*

**JACKSON HINDS LIBRARY SYSTEM**  
**APPROVED MINUTES AUGUST 25, 2020**



**ADMINISTRATIVE BOARD MEETING**  
**REGULAR MEETING**

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