



Minutes of the Regular Meeting of the Administrative Board of Trustees approved on October 27, 2020

VENUE: Eudora Welty Library / Virtual Meeting

CALL TO ORDER: Chairman Rickey Jones called the meeting to order at 4:07 p.m.

MEDITATION: Mrs. Sue Berry gave the Invocation.

ROLL CALL: **Trustees Present at Welty Library:** Chairman Rickey Jones, Mrs. Mary Garner, Mrs. Rosalyn Sylvester, and Mr. Chester Ray Jones

Trustees Present via GoToMeeting/Virtual Conference: Dr. Earline Strickland, Mrs. Sue Berry, Mr. Ricky Nations, and Mrs. Imelda Brown

Trustees Absent: Dr. Alferdteen Harrison, Rev. Wayne McDaniels, and Rev. Danny Hollins

Also Present via GoToMeeting/Virtual Conference: Mr. Justin Carter (Director of Finance), Dr. A.S. Longino (Human Resources Assistant), Ms. Miao Jin (Director of Technical Processing), Ms. Shannon Presley (IT Administrator), Mr. Joe Schutt (IT Technician), Ms. LaTasha Willis (Social Media/Web Services Coordinator), Mrs. Ellen McLean (PR/Publicity Coordinator), and Mrs. Judith Turnage (Executive Secretary)

APPROVAL OF MINUTES OF REGULAR BOARD MEETING OF AUGUST 25, 2020 ***Mrs. Garner moved, second by Mrs. Rosalyn Sylvester, to approve the Draft Minutes of the Regular Board Meeting held on August 25, 2020. With neither opposition nor abstentions, the motion carried.***

APPROVAL OF AGENDA FOR SEPTEMBER 22, 2020 MEETING ***Mrs. Sylvester moved, second by Dr. Strickland, that the Draft Agenda be approved as presented. With neither opposition nor abstentions, the motion carried.***

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

Mr. Carter distributed additional materials (which would be scanned and sent to Trustees not attending the Board Meeting in person):

1. Account Statement of the JHLS account at BankPlus at September 22, 2020;
2. Statement of Income and Expenses spanning October 2019 through September 2020, detailing percentages of the budget each of the income and expense line items represented; and
3. Statement of Income and Expenses comparing, with detailed commentary, actual figures as of September 22, 2020 with the projected budget for October 2020 through September 2021, and variances between the two.

Mr. Carter reviewed the Statement of Income and Expenses. He discussed the tax



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allocations from the City of Jackson and Hinds County and reported that both are fully funded, and that these are the final allocations for this fiscal year. He also discussed the Health/Life Insurance Grant (Line Item 32200), explaining that the amount (\$250,806.80) shows as lower than it should but that a recent payment, which had been backlogged for some reason, was received and the figure has been updated to \$298,347.50, concluding that all insurance funding has been received for this fiscal year.

Mr. Carter reviewed the rest of the financial reports, noting that some income from JHLS branches is beginning to come in and that JHLS is retrenching its spending wherever possible. He concluded that the library's financial picture is acceptable at this time.

Mr. Carter offered to discuss how JHLS is attempting to conform to the budget cuts from Hinds County, but Chairman Jones stated that he would cover that matter during the report from the Finance Committee.

Mr. Chester Ray Jones moved, second by Mrs. Garner, to accept Mr. Carter's Financial Reports as presented and discussed. With neither opposition nor abstentions, the motion carried.

ADMINISTRATION REPORTS: Human Resources Report, Dr. A.S. Longino

Human Resources Report: Dr. Longino reported that the migration of Human Resources software to the Cloud (as approved in the Board Meeting of August 25, 2020) had begun on September 8 and was going well. She also reported that there had been a census of 74 employees (63 full-time and 11 part-time) and four voluntary resignations in September.

Mrs. Garner questioned the resignation of a Branch Manager, and Dr. Longino explained that the employee had left for a better paying job and experience working in a much larger library.

Chairman Jones announced that the Personnel Committee would need to meet very soon to discuss a new matter not further characterized.

Mrs. Brown moved, second by Mrs. Sylvester, to accept the Human Resources Report as presented by Dr. A.S. Longino. With neither opposition nor abstentions, the motion carried.

ADMINISTRATION REPORT: Technical Services Director, Mrs. Miao Jin

Technical Services Report: Mrs. Jin presented three invoices for renewal of services and explained at meticulous and great length her strategies for lowering costs, particularly with the Baker & Taylor leasing plan. She also explained her reasoning and recommendation regarding the ProQuest invoice and answered several questions from Trustees about which libraries



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would have access to the software from ProQuest. Mrs. Berry complimented Mrs. Jin on her impressive research and efforts to save JHLS money wherever it is possible.

Mr. Nations moved, second by Mrs. Berry, to approve payment of the ProQuest Invoice, as described and requested by Mrs. Jin, in the amount of \$1,532.63 to cover the period of December 2020 through November 2021. With neither opposition nor abstentions, the motion carried.

Mrs. Berry moved, second by Mr. C.R. Jones, to approved payment in the amount of \$32,344.20 to continue the Baker & Taylor Leasing Book Plan as described and requested by Mrs. Jin. With neither opposition nor abstentions, the motion carried.

Mrs. Jin continued her presentation with a request for approval of the EBSCO Magazine/Newspaper and Serial Renewal invoice. She brought a lengthy list of the items proposed to be renewed, stating that the list was the result of the review and culling by several JHLS staff. Chairman Jones requested that the list of proposed renewals be sent to every Trustee before the renewals could be approved.

Tabled: Mrs. Jin's request for payment of the EBSCO Magazine/Newspaper and Serial Renewal invoice in the estimated amount of \$8,139.59 was tabled until the Board Meeting in October 2020 in order to allow the Trustees time to review the lengthy list of proposed renewals.

COMMITTEE
REPORTS:

Finance/ Budget
Committee:

Chairman Jones stated that JHLS had responded to the County Supervisors about the significant budget cut proposed by the County for the next fiscal year, but no funds have been increased. The Finance Committee with meet with Ms. Corbett and Mr. Carter to consider how JHLS might adjust to the proposed budget. Also, Chairman Jones said that the County needed to be significantly impressed about the cut in the budget putting the Personnel Incentive Grant (PIG) from the MLC in serious jeopardy for coming fiscal years.

Dr. Strickland pointed out that the County approved the budget and asked what would happen if JHLS signs the budget contract, that is, the Funding Agreement, and wants to petition the Supervisors later. Dr. Strickland suggested that the JHLS Board Counsel should be consulted for possible directives. She also suggested that an appointment with the Hinds County Board of Supervisors, its president and Ms. Lure Berry to discuss the situation.

Mrs. Berry inquired as to when the JHLS Board learned of the budget cuts. She was told JHLS had been informed in August and had petitioned the Board of Supervisors. Mrs. Berry said that the Board needs a copy of everything that was sent to the Board of



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Supervisors. Chairman Jones stated that the Board of Supervisors had not responded to the JHLS petition.

Dr. Strickland and Mrs. Berry stated that JHLS needs to spend any amount of money left in the budget for this fiscal year before the start of the new fiscal year because the Supervisors would use those funds for purposes other than JHLS; they proposed possibilities for such expenses.

INTERIM EXECUTIVE DIRECTOR'S REPORT: Ms. Corbett was unable to attend the meeting due to illness. Her written report was included with the Board Packet.

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.

OLD BUSINESS: 1. With respect to the status of the City of Jackson's position regarding repairs to City library branches, Chairman Jones reported that a letter thoroughly detailing the required repairs was still being compiled but would be finished soon and presented to the City Council.

2. As to the status of the attorney's Auditor Letter for the FY2019 audit, Chairman Jones announced that a letter has been sent to the auditor's office, and the necessary attorney letter is being prepared. Mr. Carter requested an update of the on RFP for a new auditor, requesting the length of time the Trustees wished the RFP to extend and to what publications the Trustees chose to publicly advertise the RFP. Chairman Jones replied that he would supply that information to Mr. Carter.

NEW BUSINESS: 1. Election of Officers. With considerable discussion among the Trustees as to how to handle this matter, no significant conclusions were reached. Chairman Jones's request for a motion to keep the current officers in office for an additional six months was denied. Considering the lack of agreement as to how to proceed, this item was tabled until the October Board Meeting.

2. Approval of Annual Calendar for FY2020-21. This item was tabled until the October Board Meeting.

3. Advertise "in-house" positions for Circulation Assistants at Welty and Utica and Youth Services Assistant at Clinton. This item was tabled until the October Board Meeting.

4. Approve NEXTSTEP invoices for purchase of computers. This item was tabled until the October Board meeting when final budget funding figures will be available.



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DATE, TIME AND LOCATION FOR NEXT MEETING: Chairman Jones stated that the next meeting date is scheduled for Tuesday, October 27, 2020, at 4:00 p.m., at Eudora Welty Library.

ADJOURNMENT: *Mr. C.R. Jones called for a commendation, in which all Trustees present joined, of Chairman Jones's service as Chairman of the Board of Trustees since his election in September 2018.*

Mrs. Mary Garner moved, second by Mr. C.R. Jones, that the meeting be adjourned. With neither opposition nor abstentions, the motion carried, and the meeting adjourned at 6.05 p.m.