



*Approved Minutes of the February 23, 2021 Regular Meeting of the Administrative Board of Trustees  
 Approved at the Regular Board Meeting of May 25, 2021*

<b>VENUE:</b>	<b>Eudora Welty Library / Virtual Meeting</b>
<b>CALL TO ORDER:</b>	Chairman Rickey Jones called the meeting to order at 4:00 p.m. and requested a meditation and prayer.
<b>MEDITATION:</b>	Dr. Alferdteen Harrison delivered the meditation and prayer.
<b>ROLL CALL:</b>	<p><b><u>Trustees Present at Welty Library or via Virtual Conference:</u></b> Chairman Rickey Jones, Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Dr. Earline Strickland, Mrs. Mary Garner, Mr. Ricky Nations, Rev. Danny Hollins, and Mrs. Imelda Brown</p> <p><b><u>Trustees Absent:</u></b> Mrs Sue Berry</p> <p><b><u>Also Present via GoToMeeting/Virtual Conference:</u></b> 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), Mr. Raymond Fraser (JHLS Attorney), Ms. Shannon Presley (IT Administrator), and Mr. Joe Schutt (IT Technician)</p>
<b>APPROVAL OF MINUTES: JANUARY 26, 2021</b>	<p>Chairman Jones announced that Mrs. Judith Turnage, Executive Secretary, whose job it is to take the minutes of the Board meetings, was not present, and therefore it was not possible to address some potential errors and/or corrections in those minutes. He asked that the minutes of January 26, 2021 be held until the next meeting, and the Board agreed.</p> <p><i>Dr. Harrison moved, second by Mrs. Mary Garner that the minutes of the meeting of January 26, 2021, be tabled for review at the next Board meeting. With neither opposition nor abstention, the motion carried.</i></p>
<b>APPROVAL OF MINUTES: FEBRUARY 23, 2021</b>	<p>At the Regular Board Meeting on May 25, 2021, <i>Mr. Chester Ray Jones moved, second by Mrs. Imelda Brown, to approve the amended draft minutes of the meeting of February 23, 2021, which had been tabled for revision to reflect that Rev. Hollins had joined the meeting by telephone and that his ballot for election of Board of Board officers had been accepted as submitted by the Board of Trustees. With neither opposition nor abstention, the motion carried.</i></p>
<b>APPROVAL OF AGENDA:</b>	<p>Chairman Jones announced that he had one item to add to the Agenda under “Old Business,” that being the posting of the open position for Executive Director, and Mrs. Garner wanted to add Officer Nominations under “Old Business.”</p> <p><i>Mrs. Garner moved, second by Dr. Harrison, that the Agenda be amended to include, under “Old Business,” the positing of the Executive Director’s job and Officer Nominations. With neither opposition nor abstention, the motion carried.</i></p>



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**ADMINISTRATION  
REPORTS:  
Financial Report:**

Director, Justin Carter

- \*Financial Report – February 2021
- \*Check Register –January 19, 2021 to February 23,2021
- \*Gifts and Donations Report for January 2021

Mr. Carter began his report by announcing that the first Statement of Income and Expenses that had been sent in the Board Packets needed correcting, so he had e-mailed a corrected report. The corrections involved expenses that needed to be reclassified, although the bottom line figures had not changed, and Mr. Carter reviewed the Statement of Income and Expenses with the Trustees, noting that the Statement is inclusive of the entire fiscal year from October 1, 2020, through February 21, 2021. Mr. Carter explained that revenues amounted to \$1,657,817.21, and that there was unrealized revenue expected which would affect the expenditures described on this Statement.

Mr. Carter said he would like to remind the Trustees that there is \$70,000 of unallocated funds from the County Supervisors, and he asked the Trustees if he could request a letter from the Board to the County Supervisors to fund the \$70,000 to JHLS.

Chairman Jones stated that the question of the unallocated funds had come up in the last meeting of the Finance Committee regarding where JHLS is in terms of income, but his question to Mr. Carter was how JHLS could demonstrate to the Supervisors where it needs additional funds. Mr. Carter replied that JHLS does not have to do the draw, he was just trying to determine whether the Board wanted to continue to pursue the matter. Mr. Carter stated further that he did not think the draw was necessary but might be required to reflect a balanced budget; if the draw is not made, eventually an amended budget will have to be written to exclude the \$70,000 unallocated funds from the County since the funds will not have been used.

Mr. Carter continued his review of expenses (explaining how a few items had been reclassified), the check list, the gifts and donations report, and the current balances in the JHLS Bank Plus account. He also described his efforts to get the heat fixed at the Edwards branch; he has been in contact with the school board and with a Mr. Williams (with the Hinds County Maintenance Department) who contracts out the work with a company. Mr. Carter suggested it would be helpful if anyone on the Board were to write to or call Mr. Williams about the situation.

Mr. Nations questioned Mr. Carter about the JHLS donations policy, and Ms. Corbett explained that the library, in the case of memorial donations, attempts to follow what the family asks for. The library attempts to keep a memorial book in place as it has been requested if at all possible but will allow such books to circulate otherwise if necessary; such decisions are made on an essentially case-by-case basis.

A brief discussion developed regarding JHLS' policy on employees not having or using a credit card or any other line of credit. This matter arose from a JHLS employee having used a credit card for a library expenditure and being reimbursed for that expense. Further, other Trustees questioned whether a credit card may be necessary for JHLS to have for emergency situations or purchases. Ms. Corbett said that she and Mr. Carter had been able to work such matters out as they occurred and asked if the Board would



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like for her to get information about the State Purchasing Card, which is what the Library Commissioner recommends.

*Dr. Earline Strickland moved, second by Dr. Harrison, to accept the Financial Reports as presented by Mr. Carter, subject to audit of those items Mr. Carter reclassified and other accounts considered earlier. Mr. Nations abstained from voting; there were no other abstentions or objections, and the motion carried.*

Dr. Strickland suggested, after the vote, that the Budget Committee needs to have a meeting to discuss current and upcoming budgetary items.

**Human Resources Report:**

Director, Mrs. Brenette Nichols

Mrs. Nichols reported that the employee census at February 16, 2021 was 60 full-time workers and 9 part-time workers. Subsequent to that report, 2 full-time employees resigned. Also, 1 full-time employee was promoted to Branch Manager status at Edwards branch. Further, there are 3 employment opportunities listed on the report: Executive Director; Circulation Assistant at Terry branch, and Circulation Assistant at Utica branch.

Mrs. Garner asked if there had been exist interviews with the employees who resigned, and Mrs. Nichols informed her that the employees' were still working until their resignation date, that they had not left JHLS employment yet. Mrs. Garner noted that a few years ago, JHLS was operating with a staff of approximately 100 employees, and she posed the question: If JHLS can operate fully and efficiently with a staff of 60 or so employees [the current census], why did it have 100 employees in years past.

Mrs. Nichols replied that in 2017, JHLS did have 100 employees at the end of the fiscal year, and she suggested that, at this time, there are not more employees because of the pandemic, and there isn't that much circulation. Ms. Corbett added that if JHLS opens fully again, more employees would be required; that JHLS is on a reduced schedule.

Mr. Nations asked if anyone had been hired for Edwards or Utica and was told they had not. Mrs. Nichols answered that Edwards is covered, but there is no one for Utica, and the position at Terry branch just became available.

Mr. Nations mentioned that he had recently been to the Utica branch and noticed there was a blue tarp on the building. Ms. Corbett said she would find out the history of that situation. Mr. Nations also inquired about guards in the libraries and questioned how guards are assigned to various libraries. Ms. Corbett answered that the libraries having guards have been, primarily, in the City of Jackson. Mr. Nations implied liability issues might be involved and suggested the insurance company JHLS uses ought to be



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	<p>consulted as to the wisdom, or not, of having a guard at each library branch and the potential consequences of not having one.</p> <p>Mr. Carter stated that he had asked the previous director the same questions Mr. Nations was posing. He learned that the problem is the expense for the guards; that maybe the guard function could be filled by in-house staff.</p> <p><i>Mrs. Garner moved, second by Mr. Nations, to approve the Human Resources report as presented by Mrs. Nichols. Mrs. Brown abstained from voting; there being no other abstentions or objections, the motion carried.</i></p>
<p><b>Technical Services Report:</b></p>	<p>Technical Services Director, Mrs. Miao Jin</p> <p>The Board wholly approved Mrs. Jin’s report of February 23, 2021, as presented to them in the Board Packet. There was no discussion.</p>
<p><b>COMMITTEE REPORTS:</b>  <b>Budget Committee:</b>   <b>Facilities Committee:</b>   <b>Nominating Committee:</b></p>	<p>Dr. Strickland stated that she had already made a comment, that having been made during the Finance Report and stating that the Budget Committee needed to meet to resolve some questions about reclassified budgetary items among other things.</p> <p>Mention had been made earlier in the meeting about checking on the roof (blue tarpaulin) at the Utica branch. Mr. Carter had reported on the heating situation at the Edwards branch, and on the fire alarms.</p> <p>Mrs. Garner stated that the function of the Nominating Committee has “fallen through the cracks” because, currently, there is a 50/50 split for the election of Board Chairman, and it appears there is no way to resolve the matter. All of the other offices have been filled, except for Secretary. Mrs. Garner believes it is imperative for there to be a new vote with all of the Trustees present, in person to discuss the vote and to elect a Board Chairman.</p> <p>Chairman Jones asked where the voting is, and Mrs. Garner replied that since she has not received Rev. Hollins’s vote, she cannot supply a completed voting form. When asked by Chairman Jones, Mrs. Garner repeated that her suggestion is to place the election of new officers on the agenda under “Old Business” and to have everyone be present at the next Board meeting to vote, and she would have new forms prepared for voting for the Chairman. She said the Nominating Committee could tally the votes at that meeting and have the election completed.</p>



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Dr. Harrison expressed a concern as to how there could be a guarantee that everyone would be present at the meeting to vote, which is necessary because only one person [Rev. Hollins] did not vote. She asked if that one vote would make a difference, and Mrs. Garner said that the vote would break the tie. Dr. Harrison then suggested simply to let Rev. Hollins vote.

Chairman Jones asked Mrs. Garner what she thought would be the best way to go forward, if Rev. Hollins's vote could be cast verbally over the phone to her. Mrs. Garner replied that the best way to proceed. She repeated there are two positions on the Board that remain open, the Chairman and the Secretary.

Chairman Jones attempted to reach Rev. Hollins by phone but failed.

Mr. Nations questioned voter eligibility of a Trustee if the Trustee was not present when the ballots were issued, and Mrs. Garner said she would research the question and report to the Board.

At this point, it was noted that Rev. Hollins had been attending the meeting by phone and said that he had completed his ballot and sent it to Mrs. Garner. Rev. Hollins and Mrs. Garner discussed how he could complete his vote since Mrs. Garner had not received it. The Board concluded that Rev. Hollins had joined the meeting by telephone and his ballot had been accepted as submitted by the Board of Trustees.

**INTERIM  
DIRECTOR'S  
REPORT:**

Ms. Corbett wished to emphasize two things: She has learned what is required for a library to become a Star Library, including factors such as internet terminal usage, circulation per capita, high rate of weeding the books collection, and those are areas JHLS will be working on.

The second thing Ms. Corbett discussed is a program called "Beanstack," which is a digital program used primarily to track summer reading programs registrations online, but also provides many activities for children online all year round. The Library Commission has managed to negotiate a group contract with Beanstack, and the cost per library will be based on how many libraries in the state participate. Although Ms. Corbett could not state what the exact price for JHLS would be (because she does not know, as yet, how many libraries will be participating), she said that the full price would be \$4,470, but the price also could be as low as \$2,950, again, depending on how many libraries sign up to use the program. She asked the Board for permission to sign up to use the Beanstack program.



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*Dr. Strickland moved, second by Dr. Harrison, to permit JHLS to sign up to use the Beanstack software program. There being neither abstentions nor opposition, the motion carried.*

**CHAIRMAN'S  
REPORT:**

Chairman Jones reported the Executive Committee had met with the JHLS Board Attorney regarding the lease for the administrative offices at River Hills. They learned the lease is being marketed as part of a syndicate. A letter will be presented to the Hinds County Board of Supervisors, as well as all the JHLS sponsors, regarding the fact that Board has reviewed the lease. Otherwise, in the meeting, there are some other pending legal matters that the attorney is scheduled to update the full Board, depending every Trustee being aware of the necessity for a full Board meeting for the attorney's review to occur.

Chairman Jones repeated that the audit is underway, and he thinks JHLS has positioned itself in terms of having the information in place; as stated already, the Board is requesting that a projected or estimated budget be put together for the Board review before the Board goes into budget conversations with the City and the County.

Chairman Jones stated that letters have been drafted to send out to the Hinds County Board of Supervisors, as well as the Mayor of Jackson and the City Council of Jackson regarding the empty seats on the Board for additional Trustees.

Chairman Jones said that the final piece of information is, in reference to the posting of the position for an Executive Director. He said that he would like to get the Board's feedback – he said that he knew that the committee has to look at the job restriction, and so on. He continued by asking if the Board has an idea of how long the position would like to be posted.

Dr. Strickland suggested that there ought to be some type of date, considering the position has been open now from June 1 to date, about nine months.

Mr. Nations asked if Mrs. Garner could give her opinion since she was an HR person. Mrs. Garner replied that in her past experience in Human Resources, jobs were posted with the notification that the position would remain open until filled. She continued that even though the position has been filled with Ms. Corbett, the job was posted only two weeks ago. Mrs. Garner asked Mrs. Nichols about posting the position nationwide, and she was told there would be a fee of approximately \$340.00, and she was investigating the possibility and checking to see if a Purchase Order would suffice to pay the fee.

Mr. Nations wondered if a credit card would be sufficient, and Mrs. Nichols replied that it probably would.





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Mrs. Garner stated that she did not believe the Board should have the job description “floating around” for a year. Rather, the Board could always re-open the positing if the job is not filled.

Mrs. Nichols replied that this job description had been opened only two weeks ago, but there are some on MLC website that have been open for the last two years, such as the Washington County Library System. She continued that, if the Board looked at First Regional Library System and its better benefit and salary packages on offer, that system being the same size as JHLS, it might be something for JHLS to consider. First Regional is trying to attract candidates to that area of the state.

Mr. Nations asked if that is something JHLS should do. Mrs. Nichols said she did, and suggested he look at First Regional’s posting on its website.

Dr. Harrison suggested that since the job has so recently been posted, and for such a short time, that three months ought to be enough time for JHLS to see what offers might come in, that if it has to be re-opened, then it could be re-opened.

Mrs. Nichols replied that JHLS would need some applicants for the job, and there are, as yet, no applicants – she thinks that is because the job was just posted.

Mr. Nations asked where the job is currently posted, and Mrs. Garner asked for confirmation as to which library system had been posting; Mrs. Nichols replied that First Regional Library System is in North Mississippi, in Hernando and the Oxford areas.

Discussion followed as how best to post the JHLS job position in light of how other library systems have posted theirs. Mrs. Nichols reiterated that other salary levels (\$85,000 up to \$100,000) were higher than JHLS’s (\$65,000 up to \$75,000) and thought adjusting the JHLS level may produce more applicants.

Dr. Harrison suggested that the Jackson area might be more attractive in any event, but Mrs. Nichols believed the physical posting, should be changed to be more attractive and the salary adjustment should be made.

Mr. Nations asked if any of the newspapers had been considered, and Mrs. Nichols replied they had not, and also ALA should be considered.

Mrs. Garner noted that First Regional had been sending out a newsletter, including notices of job openings on an approximately monthly basis and suggested that JHLS might want to proceed with this method, as well. Ms. Corbett replied that LaTasha Willis could probably put something together similar to First Regional’s announcement. Mrs. Garner added that a bulletin/newsletter could include all kinds of information about the Jackson Hinds Library System as well as post job listings. Mrs. Nichols replied that



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	<p>JHLS does have a lot of postings on the website about JHLS; LaTasha Willis, also, has a Twitter page and a Facebook page that are loaded with information – both of them can be found at the bottom of the JHLS home page. Mrs. Nichols said that the posting for the job description is at the top of the home page and, if Ms. Willis makes an interactive slide, it can go directly to the job announcement and description.</p> <p>Dr. Strickland asked if the job would be announced for another year, and Chairman Jones said that Dr. Harrison suggested a three-month time period. Discussion followed; Dr. Strickland agreed that a three-month period is sufficient but added that JHLS should be more professional when it needs to accomplish this objective, that “just to have something ‘floating’ out there for nine or twelve more months” doesn’t make any kind of sense.</p> <p>Ms. Corbett suggested that the announcement should state the position will be open until filled, but that a first review will take place on a certain date, giving possible candidates an incentive to get their applications in earlier while allowing JHLS the freedom to fill the position whenever it sees fit. Mrs. Nichols added that JHLS is not the only entity that has been advertising an open position for a long time, that the MLC website is “loaded” with library director positions.</p> <p><i>Mr. Nations moved, second by Dr. Harrison, that the position be posted on the ALA website. There being neither abstentions nor objections, the motion carried.</i></p>
<p><b>NEW BUSINESS:</b></p>	<p>1. Inventory of and request for approval to dispose of library property.          Chairman Jones said that this item would be carried over to the next meeting.</p>
<p><b>DATE, TIME AND LOCATION FOR NEXT MEETING:</b></p>	<p>Chairman Jones stated that the next meeting date is scheduled for Tuesday, March 23, 2021, at 4:00 p.m., at Eudora Welty Library.</p>
<p><b>ADJOURNMENT:</b></p>	<p><i>Dr. Harrison moved, second by Mrs. Garner, that the meeting be adjourned. With neither opposition nor abstentions, the motion carried, and the meeting.</i></p>