



APPROVED Notes of the No Quorum Meeting of the Administrative Board of Trustees on April 27, 2021
 Approved at the Regular Board Meeting on May 25, 2021

VENUE: Eudora Welty Library / Virtual Meeting

CALL TO ORDER:	Chairman Rickey Jones called the meeting to order at 4:07p.m., noting the lack of a quorum present.
MEDITATION:	Mr. Chester Ray Jones delivered the meditation and prayer.
ROLL CALL:	<p><u>Trustees Present at Welty Library or via Virtual Conference:</u> Chairman Rickey Jones, Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Dr. Earline Strickland,</p> <p><u>Trustees Absent:</u> Mrs Sue Berry. Mrs. Mary Garner, Mr. Ricky Nations, Rev. Danny Hollins, and Mrs. Imelda Brown</p> <p><u>Also Present via GoToMeeting/Virtual Conference:</u> 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>
APPROVAL OF MINUTES: JANUARY 26, 2021	In light of the fact that the minutes of the Board Meeting on January 26, 2021, had been tabled for review at the Board Meeting on February 23, 2021 [<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>], and that, as Chairman Jones announced, the minutes of January 26, 2021, were pending commentary by Mr. Raymond Fraser, JHLS Attorney, the minutes of the Board Meeting on January 26, 2021, were tabled until the next Board Meeting on April 27, 2021.
APPROVAL OF MINUTES: FEBRUARY 23, 2021	<p>Chairman Jones inquired of those Trustees present if they had comments on the minutes of the Board Meeting on February 23, 202; there were no comments other than Chairman Jones adding that it had been agreed at that Board Meeting, in the business discussed by the Nominating Committee, that Rev. Hollins had joined the meeting by telephone and his ballot had been accepted as submitted by the Board of Trustees. [See Page 5 of the Amended Minutes of the February 23, 2021 Board Meeting.]</p> <p>The minutes of the Board Meeting of February 23, 2021, having been tabled, pending revision, until the next Board Meeting on April 27, 2021, were once more tabled, the April 27, 2021 Meeting lacking a quorum to approve them, until the next Board Meeting on May 25, 2021.</p>
APPROVAL OF AGENDA:	Chairman Jones announced that there was nothing to add to or omit from the proposed Draft Agenda, and the meeting proceeding accordingly.
ADMINISTRATION REPORTS: Financial Report:	<p>Director, Justin Carter</p> <ul style="list-style-type: none"> *Financial Report – February, March, and April 2021 *Check Register –February 23, 2021 to April 19, 2021 *Gifts and Donations Report for February, March, and April 2021 <p>Mr. Carter reviewed the Income and Expenses report with the Trustees. He said there was not a lot to go over, and JHLS is in a good financial position. The rolling total</p>



*APPROVED Notes of the No Quorum Meeting of the Administrative Board of Trustees on April 27, 2021
Approved at the Regular Board Meeting on May 25, 2021*

for revenue as of April 19, 2021 is \$2,343,133.40; all of the JHLS funding agencies are funding monthly now, which is a big help toward budgeting, preparing and forecasting. Some of the revenues are down due to branch closures, and that will change when re-opening is phased in. He recommended a “soft” opening of the branches soon, but, in the meantime, revenues look good.

Mr. Carter said that, on the expense side, he looks every day at the expense line versus the year-to-date budget, and JHLS currently is significantly under budget. The move of JHLS’s administrative offices from the River Hills building ended the contract between the two parties, so there will be no further payments (beginning in April) for rent at River Hills. Every other expense line item is “holding its own” and is way under budget. Total expenses from October 1, 2020, to April 19, 2021 is \$1,788,821.06. The net income is \$554,312.34, but there are a few more journal items that will be entered in April. The budget being reviewed in the Board Meeting is current as of that day.

On the asset side, JHLS has almost \$1,000,000 in cash-in-bank assets, representing solid funding and no shortfalls in cash coming in. JHLS is able to meet every obligation coming in, paying bills on time as they are received. Moving forward, Mr. Carter expects positive cash flow, considering the imminent soft opening of the branches after the long period of pandemic closings, as well as more expenses; he said it is a delicate balance but it looks very healthy.

Chairman Jones asked Mr. Carter to prepare a three-year comparison balance sheet for the years 2018, 2019, 2020 and to include where JHLS is at this point. Mr. Carter will also send out a revenue report with previous year’s comparisons, and he will run it for the last five years so that the Trustees can see the trend from revenues historically. He said that last year and the first months of this fiscal year have been misleading in the sense of representing typical revenue and expense since the pandemic has forced the library branches to close completely for a while and, then, open only partially over the past year.

Chairman Jones inquired about the balance last year at this time and was informed that JHLS then had about \$600,000 in the bank, whereas this year the amount is about \$992,000 in the bank. Mr. Carter confirmed to him that JHLS has about a month and a half in reserves, adding that roughly \$400,000 is required per month to have all bills paid, payroll and benefits. Mr. Carter pointed out that figures will change with increased staffing.

Mr. Carter concluded his report with a review of the checklist and the gifts and donations report. He also stated that the auditors are nearly finished with the audit; all they require is a Management Letter from JHLS and a letter from Attorney Fraser, which Mr. Carter is handling. He reported that the feedback received from the auditors has been positive.

Chairman Jones brought up the matter of the Programmatic Assessment which Ms. Corbett, Mr. Carter, and Mrs. Nichols have prepared. Mr. Carter explained that Hinds County, every year, presents a working document that is preparatory to the County’s review of JHLS’s annual operations to determine a budget for the next fiscal year. The Assessment provides necessary information to the Board of Supervisors, particularly valuable for JHLS when it presents its annual budget proposals to the Supervisors, so that JHLS neither undercuts nor overreaches in its requests to the County. This usually occurs in late August or early September.



*APPROVED Notes of the No Quorum Meeting of the Administrative Board of Trustees on April 27, 2021
 Approved at the Regular Board Meeting on May 25, 2021*

	<p>Dr. Strickland stated that all the Trustees should have an opportunity to review the Programmatic Assessment and that there will be several additional meetings of the Finance and Budget Committee before the Programmatic Assessment is considered final and is sent to the County. Chairman Jones added that the County typically requests this document by the first of June.</p> <p>Mr. Chester Ray Jones asked how the Jackson City Council fits in as to budget proposal requirements. He was told that the City has no such requirements as the County; the City requests only a budget proposal and no ancillary documents. Mr. Jones suggested that perhaps something more inclusive might be prepared to submit to the City, and Chairman Jones agreed that it is a good idea.</p> <p>Mr. Carter’s Financial Report could not be approved as presented because there was no quorum at the meeting.</p>
<p>Human Resources Report:</p>	<p>Director, Mrs. Brenette Nichols</p> <p>Mrs. Nichols reported that the employee census at March 16, 2021 was 67 employees, of whom there were 58 full-time workers and 9 part-time workers. There was one new hire and one voluntary resignation.</p> <p>The employee census at April 16, 2021 was 63 employees, of whom there were 53 full-time workers and 9 part-time workers. There were 4 voluntary resignations.</p> <p>Dr. Strickland asked why there have been so many resignations, and Mrs. Nichols explained that the employee who resigned in March had retired. Of the four employees who resigned in April, two secured jobs that paid more compensation, and the two who resigned in April did so after they had been re-assigned and were dissatisfied with the changes. Dr. Strickland also asked if recruiting for new employees is occurring, and Mrs. Nichols replied that the announcements are on the JHLS website. Dr. Strickland asked, further, if the employees who resigned had given two week notices of their intentions; 2 of them had, and 2 had not. Ms. Corbett pointed out that the Library Commission will not permit JHLS to punish those not giving two-week notices by withholding pay and accrued hours, but the employees would be ineligible for rehiring with JHLS.</p> <p>Mrs. Nichols’s Human Resources Report could not be approved as presented because there was no quorum at the meeting.</p>
<p>Technical Services Report:</p>	<p>Technical Services Director, Mrs. Miao Jin</p> <p>Mrs. Jin presented her report of all circulation activity in the Branches as well as her work in ordering eBooks, eAudios, DVDs, lease books, and firm order books, as well as assisting Branch Managers with inventory and database cleaning and returning leas</p>



*APPROVED Notes of the No Quorum Meeting of the Administrative Board of Trustees on April 27, 2021
 Approved at the Regular Board Meeting on May 25, 2021*

	<p>books on a weekly basis in order to end JHLS’s lease contract by September 30, 2021 without accruing a penalty.</p> <p>Mrs. Jin presented two Purchase Order requests to authorize renewing the annual subscription to <i>Mississippi Link</i> newspaper at the rate of \$448 for all 13 branches. The Board, lacking a quorum, ratified the Purchase Order.</p> <p>Mrs. Jin also requested to use the savings from not renewing RBDigital Comics to purchasing individual titles from OverDrive, which is a platform for traditional eBooks. The Board ratified her request. Ms. Corbett added that the Friends of the Library recently contributed \$1,000 to purchase print copies, and she is of the impression that the majority of young patrons who want to read the Comics titles actually prefer to have the print copy, supporting Mrs. Jin’s request to purchase from OverDrive.</p> <p>Chairman Jones asked if there is a mechanism to make sure all library branches are equally represented in “terms of equity.” Mrs. Jin replied that Branch Managers send their selection list to her every month. Chairman Jones questioned how the titles are selected to ensure that every interested population is being served. Ms. Corbett added that the Library Commission had informed her that JHLS is one of the top eBook users in the state.</p> <p>Dr. Harrison asked if the pandemic has impacted check-outs, and Mrs. Jin replied that it has boosted eBook circulation but that print circulation is doing better.</p>
<p>COMMITTEE REPORTS: Budget Committee:</p> <p>Facilities Committee:</p>	<p>Chairman Jones noted that the budget matters had been discussed earlier in the meeting during Mr. Carter’s presentation and subsequent discussion of the Finance Report and related matters.</p> <p>Chairman Jones said there have been several questions about the Edwards Library, and that had been very recently updated that a work order had been sent to repair the air conditioning. He also said that there is a problem with a “sink situation” at the Bolton Library and the continuing problem with the plumbing at the Richard Wright Library; he said there is a letter going to the City Council President and the Mayor regarding having the City to fix the plumbing. Finally, Chairman Jones noted that the parking lot at the Medgar Evers branch, which is particularly concerning because the Park Service has taken over the Medgar Evers Home, and there will a lot more traffic coming in to that area; he said that the Board will be sending a letter to Councilman Stokes as well as to the City Council President and the Mayor about accomplishing the necessary repairs.</p> <p>Mr. Chester Ray Jones pointed out that, while JHLS has relinquished the entirety of the property of the former Tisdale branch, the building still has obvious signage indicating its association with JHLS. He added that property had not been mowed or attended in months, and the presentation is deplorable. Mr. Jones said the City is responsible for attending to that property.</p>



*APPROVED Notes of the No Quorum Meeting of the Administrative Board of Trustees on April 27, 2021
 Approved at the Regular Board Meeting on May 25, 2021*

	<p>Dr. Strickland asked if it would be possible to take the sign down, and Ms. Corbett said she would research that matter and see what could be done. Mr. Carter said that he would drive by the property to see if the lettering can be removed or otherwise concealed from the signage.</p>
<p>INTERIM DIRECTOR'S REPORT:</p>	<p>Ms. Corbett wished to emphasize two things: She believes that the Summer Reading Program is shaping up to be a good one; the theme is "Animals," and most of the programs will be digital.</p> <p>Ms. Corbett asked if, considering what other library systems in the area are doing, JHLS could do away with browsing appointments and allow patrons to come in and look for books freely, although social distancing and masks will still be required. Opening the libraries will increase revenues. Chairman Jones noted that the Board would follow Ms. Corbett's recommendation in this matter.</p> <p>Ms. Corbett addressed the Programmatic Assessment relating to funding from the Hinds County Board of Supervisors, and Chairman Jones said that the Finance Committee would need to meet and approve that before it is submitted to the County.</p> <p>Mr. Carter noted that there is a necessity to hire 2 facilities staff in light of recent resignations, and the Board accepted Ms. Corbett's recommendation that they be hired. They will help with the lawn care at all facilities as well as other assignments. Chairman Jones noted that the new hires will keep JHLS in line with expenses for facilities, considering there had been outsourcing expenses for cleaning and maintenance and those expenses will be brought back "in-house."</p>
<p>JHLS ATTORNEY REPORT:</p>	<p>JHLS Attorney, Raymond Fraser, updated the Trustees on the legal matters before the Board.</p> <p>Attorney Fraser noted that the River Hills office space has been vacated, such that the lease has been terminated and JHLS is no longer indebted to the leaseholder, the last payment having been made in March 2021.</p> <p>Additionally, JHLS has responded to two "open record" requests from Anthony Warren, of WLBT. One was in regard to the audit and financial report discussed at the October 2020 Board meeting, and the second was in reference to the 20-21 fiscal budget as discussed in the December Board meeting.</p> <p>Attorney Fraser stated that the primary matter JHLS has been dealing with is the Furr litigation, and Attorney Scott Rogers has been appointed by the insurance carrier to represent the Board. At this point, there has been a case management conference which sets all the time frames for the completion of discovery in regard to the litigation. A trial date has been set for February 25, 2022. He said the Board is planning to call for an</p>



*APPROVED Notes of the No Quorum Meeting of the Administrative Board of Trustees on April 27, 2021
 Approved at the Regular Board Meeting on May 25, 2021*

	<p>Executive Session for May to allow counsel to bring the Board current on the exact status of the litigation and to respond to any questions or concerns the Trustees may have.</p> <p>Finally, Attorney Fraser stated that he would be preparing a report for the auditors regarding pending litigation.</p>
<p>CHAIRMAN’S REPORT:</p>	<p>Chairman Jones said that his comments were essentially wrapped up by Attorney Fraser’s remarks. He did want to make the Board aware, however, that he has spoken with the City Council President, the Hinds County Board of Supervisors President about appointing new Board members.</p> <p>Chairman Jones reported that the Finance Committee has had a few meetings since the last Board meetings to discuss budget matters. Also, he has spoken with the auditor, as noted by Mr. Carter in his presentation of the Financial Report.</p> <p>Chairman Jones noted that Library Week was upcoming, and the Board will be interested in hearing how JHLS did during Library Week as a system.</p> <p>Finally, the Board thanked Ms. Luckett at the Fannie Lou Hamer Library for the food give-aways at that location as well as providing a location for vaccinations. The Board also thanked Ms. Robinson of the Annie T. Jeffers Library for their work with 4H.</p>
<p>NEW BUSINESS:</p>	<p>Chairman Jones noted that Ms. Shannon Presley, IT Administrator, had included several matters involving technology for the Board to consider and be prepared to vote on at the next Board meeting when a quorum is present. He also noted a quote presented for Barracuda renewal and the JHLS Data Security Policy.</p> <p>As for the ERate matters brought before the Board in the Board packets, Ms. Presley reviewed the contracts over the last five years for consulting services for ERates with the Rodabaugh Education Group, LLC, as well as the proposed contract for upcoming services. Ms. Presley noted that in the last stimulus package approved by the federal government, there was a large portion of funding designated for USAC, that funding to be distributed to public libraries for the purchases of laptops, personal hotspots, etc., such that libraries can get computers into the homes of patrons who lack them. The ERate program will pay 100% of this cost, and Ms. Presley stressed the significant opportunity this funding presents. She urged the Trustees to approve the proposed Rodabaugh contract in conjunction with the intrinsically related Internet & WAN Contract and the Intent to Purchase for Category 2 Contract (both for Internet circuitry, cabling, equipment and managed services), noting that the FCC deadline for approving the contracts is May 2021. Ms. Presley stated that approval of the proposed contracts will place JHLS in compliance with federal qualifications and will contributed immensely to the service to JHLS library patrons.</p>



*APPROVED Notes of the No Quorum Meeting of the Administrative Board of Trustees on April 27, 2021
 Approved at the Regular Board Meeting on May 25, 2021*

	<p>Chairman Jones asked Ms. Presley what type of assessment will be done by JHLS as to how many laptops it will be required to purchase. Ms. Presley replied that definitive information of that nature will be forthcoming, that the objective at this time is to approve the contracts to qualify for the funding. She said that as soon as more conclusive information is available, she will need to meet with the Board to consider what acquisitions of materials and other equipment JHLS will obtain.</p> <p>Ms. Presley continued her presentation with explanation of what each of the proposed contracts entails, in terms of effective dates/terms and funding, both from federal sources and that budgeted by JHLS for technology services. She also replied to Chairman Jones’s questions regarding bids and potential expenses for internet services.</p> <p>Dr. Strickland stated how pleased she is with the abundance of opportunities presented to JHLS through the ERate contracts, and that she believes JHLS patrons will benefit extremely from these opportunities.</p> <p>Finally, the Board approved of the disposal of outdated and unusable library property (fully depreciated according to Mr. Carter), as requested in the inventory presented by Ms. Presley.</p>
<p>OTHER BUSINESS:</p>	<p>Dr. Harrison inquired as to the status of hiring a new Executive Director. Chairman Jones explained that there had been questions about the salary not representing what it ought to be and related matters. He said the Board is actively moving ahead with the search and would present updates after the Search Committee meets.</p> <p>Dr. Strickland expressed her concern about the Board not having received a report, in accordance with the By Laws, from the Nominating Committee about the election of officers. Chairman Jones replied that the Board has not received a report from Mrs. Garner, chairman of the Nominating Committee, pending her receipt of Rev. Hollins’s ballot.</p>
<p>DATE, TIME AND LOCATION FOR NEXT MEETING:</p>	<p>Chairman Jones stated that the next meeting date is scheduled for Tuesday, May 25, 2021, at Eudora Welty Library.</p>
<p>ADJOURNMENT:</p>	<p>Chairman Jones declared the meeting adjourned at 5:30 p.m.</p>