



Minutes Approved at the Regular Meeting of the Administrative Board of Trustees on September 28, 2021

VENUE: Eudora Welty Library / Virtual Meeting

CALL TO ORDER: Chairman Rickey Jones called the meeting to order at 4:09 p.m., noting that a quorum was present.

MEDITATION: Chairman Jones requested Mrs. Sue Berry to deliver the meditation, which she based on *Psalms 54:4*, and prayer.

*****SPECIAL RECOGNITION*****

**Mrs. Carolyn Carter, Branch Librarian (Willie Morris Branch)
Retiring after 27 years of service with Jackson Hinds Library System**

Mrs. Berry acknowledged the presence of Mrs. Carolyn Carter on the occasion of Mrs. Carter’s retirement after nearly 27 years with JHLS and proclaimed that Mrs. Carter has been the pillar of the Willie Morris Library branch and said that the Board of Trustees was very grateful to have had Mrs. Carter for so long. Dr. Strickland and Ms. Corbett presented Mrs. Carter with a splendid bouquet of roses. Trustee Chester Ray Jones asked that it be noted that in his personal interactions with Mrs. Carter, he has ever found her to be a true leader and does as she expects her staff to do. Further, she is always open, welcoming and “full of knowledge.”

Chairman Jones thanked Mrs. Carter for her years of superlative service and encouraged her to continue visiting and supporting the libraries. Mrs. Carter replied with her gratitude to God and His mercy and grace, having allowed her many years with the Library System at both the Byram and the Willie Morris branches, and she expressed her pleasure in having worked with the Board of Trustees and the Library System’s administration and staff, most especially those at the two branches. Mrs. Carter concluded her remarks by yielding all honor and glory to her Christ – and also her husband of 41 years – and noting that God has showered her with many blessings.

ROLL CALL: **Trustees Present at Welty Library or via Virtual Conference:** Chairman Rickey Jones, Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Dr. Earline Strickland, Mrs. Mary Garner, Mr. Ricky Nations, Mrs. Sue Berry, Rev. Danny Hollins, and Mrs. Imelda Brown
Trustees Absent: None
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), Mr. Raymond Fraser (JHLS Attorney), Mr. Joe Schutt (IT Technician), Mrs. Judith Turnage (Executive Secretary) and Mr. Corey Howell (HUB Insurance)

APPROVAL OF MINUTES: Chairman Jones asked if there were any questions or any changes proposed to the draft minutes of the Regular Board Meeting on August 10, 2021.
AUGUST 10, 2021



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<p>AND SPECIAL CALLED MEETING: <u>SEPTEMBER 1, 2021</u></p>	<p>It appearing that the minutes of both August 10, 2021, and September 1, 2021, required revisions,</p> <p><i>Dr. Strickland moved, second by Mrs. Berry, to table the draft minutes of the Regular Board Meeting of August 10, 2021, and the Special Called Meeting of September 1, 2021, pending further review and clarification and said minutes being amended and corrected as required for presentation to the Board for action at a later meeting. There being neither objections nor abstentions, the motion carried.</i></p>
<p>APPROVAL OF AGENDA:</p>	<p><i>Dr. Harrison moved, second by Rev. Hollins, to accept the agenda as proposed. There being neither objections nor abstentions, the motion carried.</i></p>
<p>ADMINISTRATION REPORTS: Financial Report:</p>	<p>Director, Justin Carter</p> <ul style="list-style-type: none"> *Financial Report – August through September 2021 *Check Register – August 10, 2021 to September 21, 2021 *Gifts and Donations Report for August and September 2021 <p>Mr. Carter reviewed his Financial Report as presented in the Board packet, reported that facilities projects and maintenance are proceeding as planned, and answered questions as posed by the Trustees.</p> <p><i>Dr. Strickland moved, second by Mrs. Brown, to approve the Financial Report as presented by Mr. Carter. With neither objections nor abstentions, the motion carried.</i></p> <p>Chairman Jones requested Mr. Carter to present the budget, now that all revenue funding is reported, and he answered questions as posed.</p> <p><i>Dr. Strickland moved, second by Dr. Harrison, to approve the Annual Budget as presented by Mr. Carter. With neither objections nor abstentions, the motion carried.</i></p>
<p>Human Resources Report:</p>	<p>Director, Mrs. Brenette Nichols</p> <p>Mrs. Nichols reviewed her Human Resources Report for September as presented in the Board packet and answered questions as posed by the Trustees.</p> <p><i>Mrs. Brown moved, second by Mrs. Berry, to approve the Human Resources Report for September as presented by Mrs. Nichols. There being neither objections nor abstentions, the motion carried.</i></p>
<p>Technical Services Report:</p>	<p>Technical Services Director, Mrs. Miao Jin</p> <p>There were no questions from the Trustees about Mrs. Jin’s Technical Services Report, as presented to them in the Board packet, for August/September 2021.</p>



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	<p>Mrs. Jin explained that a lease contract (\$74,000 annually) with Baker & Taylor for best-selling adult books would end on September 30, but she had arranged with another vendor to purchase the same category of books for \$30,000, emphasizing that JHLS would have ownership of the books, and that the cost was well below the book budget of \$50,000. Mrs. Jin requested the Board’s approval of the purchase order as described.</p> <p><i>Dr. Harrison moved, second by Mrs. Brown, to approve the \$30,000 contract for the purchase of books that would otherwise be leased for a much higher rate. With there being neither objections nor abstentions, the motion carried.</i></p>
<p>INTERIM DIRECTOR’S REPORT:</p>	<p>Ms. Corbett reviewed her Interim Executive Director’s Report as presented in the Board packet. She discussed the elements of her report and asked if the Trustees had any questions.</p> <p>Ms. Corbett concluded her report with an announcement that, through a Jackson Friends of the Library connection, the New York Review of Books had contributed about 600 books to JHLS.</p> <p><i>Mr. Nations, second by Mrs. Berry, moved to accept Ms. Corbett’s Interim Director’s Report as proposed in the Board packet and presented at the meeting. There being neither objections nor abstentions, the motion carried.</i></p>
<p>CHAIRMAN’S REPORT:</p>	<p>Chairman Jones presented his Chairman’s Report and entertained questions from the Trustees. There were no motions proposed, and no actions were taken.</p>
<p>NEW BUSINESS:</p>	<p>Mr. Corey Howell, representative of HUB International, addressed the Board to update it on insurance policy renewal.</p> <p>The Board determined that there was a need for it to go into Executive Session.</p> <p><i>Mr. Chester Ray Jones moved, second by Mrs. Garner, that the Board go into Executive Session to discuss a legal matter. The motion carried, and the Board went into Executive Session at 6:10 p.m.</i></p> <p>The Board returned to Open Session at 6:35 p.m., reporting that two motions had been made in Executive Session, one of which was not voted on, the second motion (which was voted on and carried) being that the Board would come out of Executive Session with no action having been taken.</p>
<p>CALENDAR FOR FY21-22:</p>	<p><i>Mr. Chester Ray Jones, second by Mr. Ricky Nations, moved to approve the proposed Annual Calendar for FY21-22. There being neither opposition nor abstentions, the motion carried.</i></p>



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DATE, TIME AND LOCATION FOR NEXT MEETING:	Chairman Jones stated that the next meeting date is scheduled for Tuesday, November 30, 2021, at 4:00 p.m., at Eudora Welty Library.
ADJOURNMENT :	<i>Motion being made and seconded that the meeting be adjourned, with neither opposition nor abstentions, the motion carried, and the meeting adjourned at 6:40 p.m.</i>