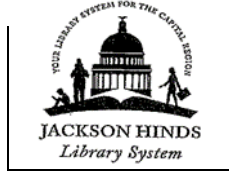


Minutes of the November 30, 2021 Regular Meeting of the Administrative Board of Trustees Approved at its Regular Meeting on January 25, 2022

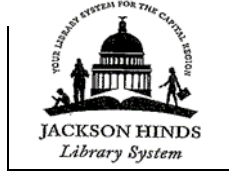
VENUE: Eudora Welty Library / Virtual Meeting

CALL TO ORDER:	Chairman Rickey Jones called the meeting to order at 4:07 p.m., noting that a quorum was present.
MEDITATION:	Mr. Chester Ray Jones, at Chairman Rickey Jones’s request, delivered the meditation and invocation for the meeting
ROLL CALL:	<p><u>Trustees Present at Welty Library or via Virtual Conference:</u> Chairman Rickey Jones, Mr. Chester Ray Jones, Dr. Earline Strickland, Mrs. Mary Garner, and Rev. Danny Hollins</p> <p><u>Trustees Absent:</u> Dr. Alferdteen Harrison and Mr. Ricky Nations</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), Mr. Joe Schutt (IT Technician), and Mrs. Judith Turnage (Executive Secretary)</p>
APPROVAL OF MINUTES: SEPTEMBER 28, 2021	<p>Chairman Jones asked if there were any questions or any changes proposed to the revised draft minutes of the Regular Board Meeting on September 28, 2021.</p> <p><i>Rev. Hollins moved, seconded by Mrs. Garner, to approve the revised minutes as proposed. There being neither objections nor abstentions, the motion carried.</i></p>
APPROVAL OF AGENDA:	<p>Chairman Jones requested additions to the agenda Under Old Business, he added Byram Library and Insurance Coverage and revised Guard Services to include discussion of tracking invoices and time worked by the guards. Under New Business, he added status reports of the Willie Morris Library, the Richard Wright Library, Welty Library, and Edwards Library.</p> <p><i>Mr. Chester Ray Jones moved, second by both Dr. Earline Strickland and Mrs. Mary Garner, to accept the agenda as amended and proposed. There being neither objections nor abstentions, the motion carried.</i></p>
ADMINISTRATION REPORTS: Financial Report:	<p>Director, Justin Carter</p> <ul style="list-style-type: none"> *Financial Report – October 1 through November 19, 2021 *Check Register – October 1 through November 19, 2021 *Gifts and Donations Report for October 1 through October 31, 2021 <p>Mr. Carter reviewed his Financial Report as presented in the Board packet, reported that facilities projects and maintenance projects are proceeding as planned, and answered questions as posed by the Trustees.</p>



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	<p><i>Dr. Strickland moved, second by Mrs. Garner, that Mr, Carter’s Financial Report be approved as proposed and presented. There being neither objections nor abstentions, the motion carried.</i></p> <p>As for facilities, Chairman Jones had several questions about the status of the Richard Wright Library branch and recommended there be an updated assessment of the facility with Ms. Corbett and Mr. Carter to report their findings to the Board within the next two weeks.</p> <p>Concerning the possibility of the Batte Building being acquired for the relocation of the Tisdale branch (and, possibly, the administrative staff which is currently housed at the Quisenberry branch) and Councilman Foote’s opposition to that plan</p> <p><i>Mr. Chester Ray Jones moved, second by Mrs. Garner, to craft a letter to Councilman Foote (copying other funding authorities) expressing the Library System’s concerns regarding the Tisdale branch. There being 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 and October as presented in the Board packet and answered questions as posed by the Trustees.</p> <p><i>Mrs. Garner moved, second by Mr. Chester Ray Jones, to approve the Human Resources Report for September and October 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 October and November 2021.</p> <p>Mrs. Jin explained that the SIRSI contract, up for renewal, is absolutely necessary for the Library System, particularly as circulation has been increasing.</p> <p><i>Dr. Strickland moved, second by Mrs. Garner, to approve the renewal of the SIRSI contract. 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 requested the Board to approve Christmas/New Year holiday closings, in keeping with those granted by Proclamation of the Governor, of December 23, 24, 25, 31, 2021, and January 1, 2022.</p>



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	<i>Dr. Strickland moved, second by Mr. Chester Ray Jones. Berry, to approve the requested holiday closings. There being neither objections nor abstentions, the motion carried.</i>
CHAIRMAN'S REPORT:	Chairman Jones presented his Chairman's Report and entertained questions from the Trustees. There were no motions proposed, and no actions were taken.
NEW BUSINESS:	<p>Ms. Shannon Presley, IT Administrator, presented several requests to the Board for either purchase or renewal:</p> <ul style="list-style-type: none"> *A. APPROVAL of necessary renewals/purchases/etc., as follows: EnvisionWare renewal Beyond Trust (formerly Bomgar) renewal Faronics renewal Purchase of Adobe Acrobat for staff ERate purchase of Firewall for system *B. APPROVAL of Consulting Agreement with Rodabough Education Group, dated October 7, 2021, for Erate services and duration as described therein <p><i>Dr. Strickland moved, second by Mrs. Garner, to approve the requested renewals and purchases, as well as the Consulting Agreement with Rodabough Education Group, as presented and explained by Ms. Presley. There being neither objections nor abstentions, the motion carried.</i></p> <ul style="list-style-type: none"> *C. APPROVAL ARPA Funds – Needs to be approved ASAP or JHLS may lose the opportunity to fully use the funds due to delays in shipping and supply demands. <p><i>Dr. Strickland moved, second by Mr. Chester Ray Jones, to approve the proposals for spending the ARPA funds, as presented and explained by Ms. Presley. There being neither objections nor abstentions, the motion carried.</i></p>
DATE, TIME AND LOCATION FOR NEXT MEETING:	Chairman Jones stated that the next meeting date is scheduled for Tuesday, January 25, 2022, 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>