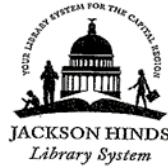


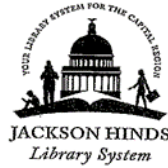
*Minutes of the Administrative Board of Trustees Meeting on April 26, 2022
Approved at the Regular Meeting of the Administrative Board of Trustees on May 24, 2022*

VENUE: Eudora Welty Library / Virtual Meeting	
CALL TO ORDER:	Chairman Rickey Jones called the meeting to order at 4:35 p.m., noting that a quorum was present.
MEDITATION:	Mr. Chester Ray Jones delivered a prayer to open the meeting.
ROLL CALL:	<u>Trustees Present at Welty Library or via Virtual Conference:</u> Chairman Rickey Jones, Mr. Chester Ray Jones, Dr. Alferdteen Harrison, Mrs. Mary Garner, and Dr. Earline Strickland <u>Trustees Absent:</u> Rev. Danny Hollins <u>Also Present via GoToMeeting/Virtual Conference:</u> Ms. Kimberly Corbett (Deputy Director), Mr. Justin Carter (Director of Finance), Ms. Miao Jin (Director of Technical Processing), Ms. Shannon Presley (IT Administrator), and Mrs. Judith Turnage (Executive Secretary)
APPROVAL OF MINUTES: <u>February 20, 2022</u>	<i>Motion:</i> Mr. Chester Ray Jones moved, second by Mrs. Mary Garner, to approve the draft minutes for the meeting of February 22, 2022, as proposed and corrected. <i>Approval:</i> There being neither objections nor abstentions, the motion carried.
APPROVAL OF AGENDA:	<i>Motion:</i> Mr. Chester Ray Jones moved, second by Dr. Alferdteen Harrison, to accept the agenda as revised and proposed. <i>Approval:</i> There being neither objections nor abstentions, the motion carried.
ADMINISTRATION REPORTS: Public Service Report	Deputy Director, Kim Corbett Presented a summary of Public Service activities from published report. No motion for approval was made for approval for this informational presentation.
Financial Report:	Director, Justin Carter <ul style="list-style-type: none"> *Financial Report – February 1 through April 15, 2022 *Check Register – February 15 to April 15, 2022 *Gifts and Donations Report for February and March 2022 <p>Mr. Carter reviewed his Financial Report as presented in the Board packet.</p> <p><i>Motion:</i> Dr. Harrison moved, second by Dr. Strickland, that Mr. Carter’s Financial Reports be approved as proposed and presented. <i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p>
Human Resources Report:	The Human Resources Report was presented by Mr. Floyd Council, Executive Director, for February 16, 2022 through April 16, 2022. A short discussion followed regarding hiring and staffing; no actions were proposed or taken in this regard.



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	<p>Motion: <i>Dr. Harrison moved, second by Mr. Chester Ray Jones, to approve the Human Resources Report for February 16, 2022 through April 16, 2022 as presented by Mr. Council.</i></p> <p>Approval: <i>There being neither objections nor abstentions, the motion carried.</i></p>
<p>Technical Services Report:</p>	<p>Technical Services Director, Mrs. Miao Jin, presented her report and request for approval of a purchase order for a customary subscription renewal. Brief discussion followed during which it was clarified that such requests will typically be made to the Executive Director who will inform the Board of them in his own report, including requesting the Board’s authority as necessary.</p> <p>Motion: <i>Mr. Chester Ray Jones moved, second by Dr. Strickland, to approve the renewal of the subscription renewal as requested.</i></p> <p>Approval: <i>With there being neither objections nor abstentions, the motion carried.</i></p>
<p>COMMITTEE REPORTS:</p>	<p>While there were no reports from a specific committee, the Trustees and the Executive Director discussed matters involving all of them, including:</p> <ul style="list-style-type: none"> ● Physical status and maintenance recommendations for the Richard Wright Branch and the Eudora Welty Branch, as well as plans for opening the Hamer Branch. ● Consideration to providing a mobile library ● Concerns for the physical protection and safety of patrons at all library branches ● Consideration of initiating a “mask optional” policy and opening the meeting rooms in the branches <p>Motion: <i>Mr. Chester Ray Jones moved, second by Dr. Strickland, to approve an immediate “mask optional” policy in all of the library branches as well as opening the meeting rooms to the public in all JHLS branches.</i></p> <p>Approval: <i>With there being neither objections nor abstentions, the motion carried.</i></p>
<p>EXECUTIVE DIRECTOR’S REPORT:</p>	<p>Mr. Council noted that most of the items in his Executive Director’s Report, as presented to the Trustees in the Board Packet, had been covered during the meeting.</p> <p>Motion: <i>Dr. Harrison moved, second by Mrs. Garner, to approve the Executive Director’s Report.</i></p> <p>Approval: <i>With there being neither objections nor abstentions, the motion carried.</i></p> <p>Referring to information that was not in his report, Mr. Council added that JHLS had been invited to partner with the Scott Ford House project, which he explained to the Trustees, and requested approval from the Board to do so.</p> <p>Motion: <i>Mr. Chester Ray Jones moved, second by Dr. Strickland, to approve the official partnership of the Jackson Hinds Library System with and support to the Scott Ford House project.</i></p>



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	<i>Approval: With there being neither objections nor abstentions, the motion carried.</i>
CHAIRMAN'S REPORT:	<p>Chairman Jones presented informational updates and noted that a special called meeting was called during the month.</p> <p>Chairman Jones requested Board recognition of Dr. Earline Strickland, Dr. Alferdteen Harrison, and Mrs. Mary Garner for their participation in International Women's Month.</p>
NEW BUSINESS:	<p>Following completion of a pricing survey conducted by the IT Administrator, the Executive Director recommended pricing proposal for scanning and printing at all library locations.</p> <p><i>Motion: Dr. Harrison moved, second by Mrs. Garner, to approve the pricing proposal for patrons for new scanning and printing equipment at all branches as presented by Ms. Presley.</i></p> <p><i>Approval: With there being neither objections nor abstentions, the motion carried.</i></p> <ul style="list-style-type: none"> ● The RFP for insurance coverage for the library system will be ready in June. ● The status of the financial audit of JHLS for fiscal year 2020-2021 will be complete by the end of May, timely meeting its deadlines for MLC and other funding purposes.
DATE, TIME AND LOCATION FOR NEXT MEETING:	Chairman Jones announced that the next meeting of the Board of Trustees is scheduled for Tuesday, May 24, 2022, at 4:30 p.m., at Eudora Welty Library.
ADJOURNMENT:	<p><i>Motion: Dr. Harrison moved, second by Mrs. Garner, that the meeting be adjourned.</i></p> <p><i>Approved: With neither opposition nor abstentions, the motion carried, and the meeting adjourned at 6:30 p.m.</i></p>