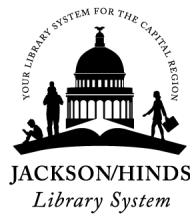


*Minutes of the Regular Meeting of the Administrative Board of Trustees on November 28, 2023
Approved on the Regular Meeting of the Administrative Board of Trustees on January 23, 2024*

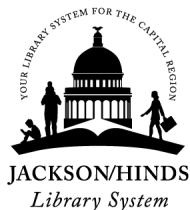
VENUE: Quisenberry Library/ Audio Conference/ Virtual

CALL TO ORDER:	Chairman Peyton Smith called the meeting to order at 4:05 p.m. and announced that there was a quorum.
MEDITATION:	David Burks delivered a prayer to open the meeting.
ROLL CALL:	Trustees present at the Quisenberry Library: Peyton Smith (Board Chairman), David Burks, Dr. Earline Strickland, Mary Garner, Paul Forster, Bob Owens, and Raymond Fraser (Board Attorney) Trustees present via audio conference/virtual: Terry Johnson Also Present at Quisenberry Library: Floyd Council (Executive Director), Morgan Hedglin (Deputy Director), Laura Jane Glascoff (Director of Human Resources), Justin Carter (Director of Finance), Miao Jin (Director of Technical Services), Freda Busby (Administrative Assistant), Michael Bennett (IT Assistant), Josh Sheriff (Webmaster)
PUBLIC COMMENTS:	There were no public comments.
APPROVAL OF MINUTES:	Peyton Smith asked that the October minutes be condensed and that the board wait on approval of the October minutes until the next board meeting.
APPROVAL OF AGENDA:	Peyton Smith stated that the agenda was for informational purposes only and would remain open.
ADMINISTRATIVE REPORTS:	Peyton Smith asked that the finance report be accepted as written and invited the board to ask Justin Carter questions.
Finance Report:	Mary Garner wanted to know about the current budgeted funds from Hinds County. Justin Carter confirmed that funds were delayed but expected from Hinds County. Paul Forster asked about the utilities bills. Mr. Carter informed the board that the Electric bill is the only current utility bill being paid at the Eudora Welty Library Dr. Earline Strickland wanted to know how we were paying bills if County funds have not been received. Mr. Carter informed the board that we are paying bills from current board approved operational funds. Peyton Smith asked for an update on the board reprogrammed fund. Mr. Council and Mr. Carter provided a brief update and projection for performance of the reprogrammed fund. <i>Motion:</i> Mary Garner moved, seconded by Dr. Earline Strickland, to approve the finance report. <i>Approval:</i> There being neither objections nor abstentions, the motion carried.



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<p>Human Resources Report:</p>	<p>Peyton Smith asked that the Human Resources Report be accepted as written and invited the board to ask Laura Jane Glascoff questions.</p> <p>Dr. Earline Strickland wanted to know about the process of assigning workers to branches. Ms. Glascoff informed the board that scheduling is determined based on operational needs at each location with the use of available staffing.</p> <p>Peyton Smith asked if any progress was being made on filling the facilities manager position. Ms. Glascoff informed the board the position is in open recruitment until we fill the job.</p> <p><i>Motion: David Burks moved, seconded by Dr. Earline Strickland, to approve the Human Resources report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
<p>Public Services Report:</p>	<p>Peyton Smith asked that the Public Services Report be accepted as written and invited the board to ask Morgan Hedglin questions.</p> <p>Ms. Hedglin highlighted the upcoming Christmas open houses at the various libraries and presented a brochure advertising them.</p> <p>A brief discussion of Hoopla followed.</p> <p><i>Motion: Dr. Earline Strickland moved, seconded by Mary Garner, to accept the Public Services Report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
<p>EXECUTIVE DIRECTOR'S REPORT:</p>	<p>Floyd Council asked the board to accept the Executive Director's Report as presented in the board report.</p> <p>Progress is being made on the bookmobile.</p> <p>Passport Services are coming soon to the libraries.</p> <p>There are plans to switch security companies from Protech Security to Pennington and Trim.</p> <p>A new executive assistant is in the process of being hired.</p>
<p>CHAIRMAN'S REPORT:</p>	<p>Peyton Smith welcomed the newest board member Bob Owens.</p>
<p>DISCUSSION:</p>	<p>OLD BUSINESS:</p> <p>David Burks advised that he does not recommend that changes be made to the Fortiguard Filter.</p>



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There was a discussion of the bookmobile.

There were no changes to what needs to be looked at in the facilities report, however Willie Morris was highlighted.

Richard Wright Library has been broken into again and wiring was stolen. It can no longer be reopened.

Mary Garner wanted to know about Medgar Evers and what would be done when it got too cold in the building. The boiler is not working, so the library will have to be closed when it becomes too cold.

Justin Carter gave a brief report on the fleet upgrades. There are two possible vans we are looking at.

Paul Forster wanted to know about the policy manual and how old it is and if we could make a new one.

Peyton Smith handed out proposals for Strategic Planning and Facilities Assessment. A brief discussion followed.

Motion: Paul Forster moved, seconded by Dr. Earline Strickland, to approve the retention of Library Strategies to serve as Strategic Plan Consultant and to assist with the Facilities Strategic Plan and to modify the budget to fifty-five thousand dollars

Approval: There being neither objections nor abstentions, the motion carried.

NEW BUSINESS:

The Jackson Friends of the Library gave a report on their projects.

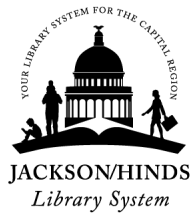
Floyd Council stated the top priorities. The top priority is the premove of Eudora Welty Library. Second is the Eudora Welty Library move. Third is finding a place to store all the library properties in the Eudora Welty Library for the next three to five years.

Further discourse on moving out of Eudora Welty Library followed.

Administration proposed to add December 26th to our official holidays consistent with the governor's declaration..

Motion: Dr. Earline Strickland moved, seconded by Paul Forster, to add December 26th to the list of closure dates for the holidays.

Approval: There being neither objections, nor abstentions, the motion carried.



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	<p>Administration proposed the payment of a one time staff retention incentive and there was substantive board discussion.</p> <p>Motion: <i>David Burks moved, seconded by Paul Forster, to approve a retention incentive of two thousand dollars for full time employees and one thousand dollars for part time employees.</i></p> <p>Approval: <i>There being neither objections nor abstentions, the motion carried.</i></p>
<p>EXECUTIVE SESSION ENTERED:</p>	<p>The meeting went into closed session at 6:26 p.m.</p> <p>The chairman announced that the board would enter into closed session to determine if there was a need to enter into executive session. On finding a determination for executive session, the board proceeded with executive session discussion regarding legal leasing and real estate matters.</p>
<p>EXECUTIVE SESSION CLOSED:</p>	<p>Motion: <i>David Burks moved, seconded by Mary Garner, to exit executive session.</i></p> <p>Approval: <i>There being neither objections nor abstentions, the motion carried.</i></p> <p>The Board returned from Executive session at 7:17 p.m. and the chairman announced that an Executive Session was conducted and no action was taken from discussion.</p>
<p>DATE, TIME, AND LOCATION FOR NEXT MEETING:</p>	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, January 23, 2024 at 4:00 p.m. at the Quisenberry Library.</p>
<p>ADJOURNMENT :</p>	<p>Motion: <i>Paul Forster moved, seconded by Mary Garner, to adjourn the meeting.</i></p> <p>Approval: <i>There being neither objections, nor abstentions, the motion carried.</i></p> <p>The meeting adjourned at 7:19 p.m.</p>