

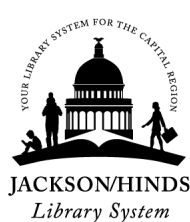
Minutes of the Regular Meeting of the Administrative Board of Trustees on October 24, 2023
Approved on the Regular Meeting of the Administrative Board of Trustees on January 23, 2024

VENUE: Quisenberry Library/ Audio Conference/ Virtual	
CALL TO ORDER:	Chairman Peyton Smith called the meeting to order at 4:03 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, and Raymond Fraser (Board Attorney) Trustees present via audio conference/virtual: Mary Garner, Terry Johnson, and Paul Forster Trustees Absent: Dr. Earline Strickland 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:	Dionne Burks asked if there was an announcement anywhere about vacancies on the board. Jan Hillegas asked if Mr. Council could forward her the last six months of minutes. She also asked that we consider using electric cars for our new vehicles, and that we reopen Eudora Welty Library now that it has cooled off.
APPROVAL OF MINUTES:	<i>Motion: David Burks moved, seconded by Paul Forster, to approve the September meeting minutes.</i> <i>Approval: There being neither objections nor abstentions, the motion carried.</i> <i>Motion: David Burks moved, seconded by Terry Johnson, to approve the minutes from the Special Called Virtual Meeting on October 18, 2023.</i> <i>Approval: There being neither objections nor abstentions, the motion carried.</i>
APPROVAL OF AGENDA:	Peyton Smith stated that the agenda was for informational purposes only and would remain open.
ADMINISTRATIVE REPORTS: Finance Report:	Justin Carter presented the Finance Report as published in the board packet. Paul Forster asked if there were any expenses related exclusively to Eudora Welty Library this month. Justin Carter informed him that there was none other than the pending Electric bill. Mary Garner asked why we went over on some expenses, specifically salaries. Justin Carter informed her that there was a three payroll month. <i>Motion: Mary Garner moved, seconded by David Burks, to approve the finance report.</i> <i>Approval: There being neither objections nor abstentions, the motion carried.</i>



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<p>Human Resources Report:</p>	<p>Laura Jane Glascoff presented the Human Resources Report as published in the board packet.</p> <p>David Burks asked if there were any issues with moving people around the system to work. Laura Jan Glascoff informed the board that staff moving to various locations as scheduled to work has not been reported as a retention issue.</p> <p><i>Motion: David Burks moved, seconded by Paul Forster, 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>Morgan Hedglin presented the Public Services Report. All of the books from Richard Wright Library have been moved to Eudora Welty Library. The Jackson Friends of the Library book-sale at Eudora Welty Library was a big success. Members of Administration as well as some branch managers were able to attend the Mississippi Library Association Conference in Vicksburg. There was a branch manager meeting on October 19, 2023. Preparations are being made for staff day on November 9, 2023. Finally, several end of fall programs are coming up.</p> <p>Mary Garner wanted to know why we moved the books from Richard Wright library to Eudora Welty Library. Why didn't we get an air conditioned storage facility Ms. Garner expressed concern that it would have been more expedient to have taken a day to contract someone to move the books to storage. There were various responses from administration and trustees.</p> <p><i>Motion: Paul Forster moved, seconded by David Burks, 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>CHAIRMAN'S REPORT:</p>	<p>Peyton Smith presented the chairman's report. He stated that his report would be covered in discussions of old business.</p>
<p>DISCUSSION: OLD BUSINESS:</p>	<p>Peyton Smith opened follow-up discussion about the Fortiguard Filter change proposal. Are we in a position to change any filter levels? A brief discussion ensued.</p> <p>Floyd Council reported on the facilities conditions.</p> <p>There was a discussion of the bookmobile project.</p> <p>Mr. Smith asked about fleet upgrades.</p> <p>The board discussed choosing a strategic planning consultant.</p>



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	<p>Mr. Smith asked Mary Garner if she had had a chance to review the exit interviews. She had not.</p> <p>Mr. Smith mentioned that nothing had changed regarding moving Eudora Welty Library.</p> <p><i>Motion: Paul Forster moved, seconded by David Burks, to go into closed session to evaluate the need for an executive session.</i></p> <p><i>Approval: There being neither objections, nor abstentions, the motion carried.</i></p>
EXECUTIVE SESSION ENTERED:	<p>The meeting went into closed session at 5:36 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.</p>
EXECUTIVE SESSION CLOSED:	<p>Motion: Paul Forster moved, seconded by Mary Garner, to exit executive session.</p> <p>Approval: There being neither objections, nor abstentions, the motion carried.</p> <p>The Board returned from Executive session and the chairman announced that an Executive Session was conducted and no action was taken from discussion.</p>
DATE, TIME, AND LOCATION FOR NEXT MEETING:	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, November 28th at 4:00 p.m. at the Quisenberry Library.</p>
ADJOURNMENT:	<p><i>Motion: David Burks moved, seconded by Mary Garner, to adjourn the meeting.</i></p> <p><i>Approval: There being neither objections, nor abstentions, the motion carried.</i></p> <p>The meeting adjourned at 6:02 p.m.</p>