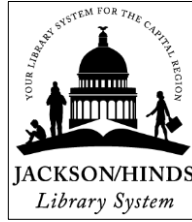


*Minutes of the Regular Meeting of the Administrative Board of Trustees on September 26, 2023
Approved on the Regular Meeting of the Administrative Board of Trustees on October 24, 2023*

VENUE: Quisenberry Library/ Audio Conference/ Virtual

CALL TO ORDER:	Chairman Peyton Smith called the meeting to order at 4:11 p.m. and announced that there was a quorum.
MEDITATION:	Chester Ray Jones delivered a prayer to open the meeting.
ROLL CALL:	<p>Trustees present at the Quisenberry Library: Peyton Smith (Board Chairman), Chester Ray Jones, Mary Garner, David Burks, Terry Johnson, Paul Forster and Raymond Fraser (Board Attorney)</p> <p>Trustees present via audio conference/virtual:</p> <p>Trustees Absent: Dr. Earline Strickland</p> <p>Also Present at Quisenberry Library: Floyd Council (Executive Director), Morgan Hedglin (Deputy Director), Laura Jane Glascoff (Director of Human Resources), Miao Jin (Director of Technical Services), Freda Busby (Administrative Assistant), Michael Bennett (IT Assistant), Josh Sheriff (Webmaster)</p>
PUBLIC COMMENTS:	<p>Jesse Yancy asked if a date for closure of Eudora Welty Library had been set and asked if an inventory of the books, art, furniture and electronics had been made and if it would be published for the public.</p> <p>Anne Webster asked if there was a warranty for the air conditioner at Eudora Welty Library.</p> <p>Jan Hillegas expressed her displeasure with the idea of a greenspace taking the place of the Eudora Welty Library. She thanked Mr. Council for providing her with a copy of the filtering categories for the library system. She also stated that the map online to go to Quisenberry Library was inaccurate.</p> <p>One person asked why there were so many vacant positions on the board.</p> <p>Michelle Hudson asked about the location of the art and rare books from Eudora Welty Library.</p>
APPROVAL OF MINUTES:	<p><i>Motion: David Burks moved, seconded by Mary Garner, to approve the August meeting minutes.</i></p> <p><i>Approval: There being four approvals and one abstention, the motion carried.</i></p> <p><i>Motion: Chester Ray Jones moved, seconded by Mary Garner, to approve the minutes from the Special Called Emergency Meeting on June 23, 2023.</i></p> <p><i>Approval: There being four approvals and one abstention, the motion carried.</i></p>
APPROVAL OF AGENDA:	Peyton Smith stated that the agenda was for informational purposes only and would remain open.
ADMINISTRATIVE REPORTS:	Floyd Council presented the Finance Report as published in the board packet.



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Finance Report:

Mr. Council said he would answer any questions he could and asked to defer any discussion to Justin Carter (Director of Finance) at the next board meeting.

Chester Ray Jones asked for clarification on the total income. Mr. council clarified that we were still waiting for final city and county budget confirmation.

Motion: Terry Johnson moved, seconded by David Burks, to approve the finance report.

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

Human Resources Report:

Laura Jane Glascoff presented the Human Resources Report as published in the board packet.

Peyton Smith asked what the procedure was being used for exit interviews. Ms. Glascoff answered that first we asked what we need to know (such as does the employee have a key), followed by what the employee will be doing now that they are leaving, and finally what we could improve upon.

Mr. Smith wanted to know if the facilities issues were creating problems for the patrons and employees. He asked if the exit interviews could be used by the board to gain some insight into why people are leaving and if there is a pattern. Paul Forster gave an example of an employee repeatedly having to work at a different branch than they were assigned to. Ms. Glascoff answered that she would have to defer to the personnel committee on whether or not the exit interviews could be used by the board.

Floyd Council stated that some people haven't taken jobs because they googled the system. He also commented that we have lost some people to the Mississippi Library Commission, because they offer a higher pay.

David Burks asked where we were posting our job opportunities. Ms. Glascoff answered that we post on our website, the Mississippi Library Commission website, the Mississippi Library Association website, and are currently setting up to post on the local government website.

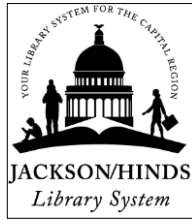
Peyton Smith noted that the personnel committee could take up evaluating the exit interviews.

Motion: Paul Forster moved, seconded by David Burks, to approve the Human Resources report.

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

Public Services Report:

Morgan Hedglin presented the Public Services Report. She has visited all the county branches since the last board meeting, looking at programming going forward and how to bring more patrons into the branches. She is currently working with Laura Jane Glascoff and Floyd



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Council on how to use our current staffing level to increase our open hours to the public. She is working to make sure that all our employees are getting their forty hours at their assigned branch. While visiting the branches, she also taught the branch managers to override the internet security that blocks websites so that patrons can see certain websites.

Motion: Paul Forster moved, seconded by David Burks, to accept the Public Services Report.

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

**EXECUTIVE
DIRECTOR'S
REPORT:**

Floyd Council asked that the board accept the Executive Director's Report as presented in the board report. Mr. Council gave a facilities update. Eudora Welty Library is pending closure. Medgar Evers Library is in need of funding to cover the two new HVAC systems. The temperature is being monitored daily. When it reaches a board approved steady temperature of eighty degrees or below, the building will reopen. We are seeking to make Richard Wright Library a historic landmark. It has been closed since 2020. Willie Morris Library has been in disrepair since January 20th 2023. Funding is coming together to help fix it. With the exception of the meeting room and other storage rooms, the building is in good shape. The Walter Anderson Collection is currently stored at Willie Morris Library. There is discussion with Mississippi Library Commission to display the collection. Annie T. Jeffers Library in Bolton is in need of repairs.

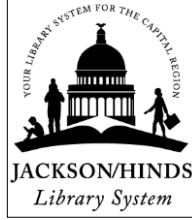
Peyton Smith asked about the condition of the Fannie Lou Hamer Library. Mr. Council answered that the Golden Key Center where the library is located is working on it. Water is coming down, but there is a warranty to help cover repairs.

Chester Ray Jones commented on the Willie Morris Library. He said that the library's return to normalcy could be seen in the fact that you can hear children in the library again.

Peyton Smith asked if the Walter Anderson art going to the Mississippi Library Commission would be on a temporary basis. Mr. Council answered that yes it would be temporary. He also noted that the books in the Mississippi Writer's Room were in pristine condition.

**CHAIRMAN'S
REPORT:**

Peyton Smith presented the chairman's report. He wanted to know about the Fortiguard security system that we use to monitor and block websites. He asked for an update on what the nature of the problem is, if there are fixes, and what is or is not in control of the library system. Mr. Council answered that there were five to seven websites that people were testing. He commented on one particular website that seemed legitimate but was actually a phishing website. Mississippi Library Commission gave feedback that confirmed it was a phishing website. He passed out a spreadsheet that all library systems, coordinated by Mississippi Library Commission, have worked on that listed websites, several of which have been blocked because MLC does group E-rate compliance. Mr. Council pointed out that he has never blocked a website. He also noted that patrons have a right to access websites, while still protecting children. If an adult comes across a website that is blocked, they can get access from the employees, but if a child comes across a website that is blocked, they cannot. The board has the ability to evaluate any websites that have been blocked and allow them to be accessed. Mr. Council recommended that the board evaluate websites and categories on a case



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by case basis. Morgan Hedglin pointed out that with some websites (such as Planned Parenthood), patrons might feel uncomfortable asking employees to unblock a site. She asked that the board review these categories and sites very carefully. Peyton Smith asked about the advocacy website category. He said it seemed like it would be a problem category. Paul Forster asked if the blocked websites were primarily advocacy categories. Mr. Smith asked if we tracked categories that were being blocked the most. Morgan Hedglin answered that we don't keep track of that. Mr. Council suggested that the board look at the warning on the advocacy category immediately. Mr. Forster asked what if a patron asked to unblock a website and it doesn't work. Mrs. Hedglin answered that if that happens then the site is officially blocked. Mr. Smith asked since it's not a policy, could a committee meet to discuss and vote on what is blocked. Mr. Council answered yes. Mr. Smith proposed to send the list of sites and categories to the policy committee who could come back with a proposal to vote on at the next board meeting. They should review the list in detail and discuss the info with Mississippi Library Commission, to make sure there is not something that we are not seeing.

DISCUSSION:

**OLD BUSINESS
DISCUSSION:**

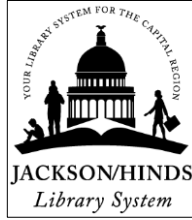
Peyton Smith brought up the budget for the new fiscal year. We received less than asked for from both the city and the county. We lost some funding sources from the state this year. Justin Carter and Floyd Council will work on the final adopted budget that the finance committee will review and the board can vote on.

Mr. Smith asked about the Budget Surplus Spending Plan. Mr. Council said that we are not making the level of progress he would like to see. There are multiple projects. The vehicle fleet is still in research stages. The tablets and granny pads are being studied by Morgan Hedglin. There are probably enough book trucks already especially considering what will come out of Eudora Welty Library. The library collection is being worked on. The bookmobile project is still in the research phase. The ID card reader project is being researched by Human Resources. New chairs have been picked out, with input from the staff. The projects including a professional facilities assessment, the consulting, and the strategic plan are on hold. Finally the hardware electronics need to be replaced at Eudora Welty Library when it is moved.

Mr. Council mentioned the book sales that the Jackson Friends of the Library and the Clinton Friends of the Library are putting on separately.

Peyton Smith asked about fleet upgrades. Mr. Council answered that there had been discussions with dealers and that he and Justin Carter had discussed the idea of leasing. Currently there are two vans and one IT vehicle. Mr. Council suggested focusing on the IT vehicle. He said by the next board meeting he hoped to have a more tangible and clear proposal to give to the board.

Mr. Smith stated that given the state of affairs with the library system and the relationship with the city, he thought that having a strategic plan was something that should be focused on sooner rather than later. He suggested to escalate the project and have around four consultants to choose from by the next board meeting. Mr. Forster said he had been doing research on



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**NEW BUSINESS
DISCUSSION:**

strategic plans for libraries and that New Orleans' plan was impressive. Mr. Council offered to find out who helped create their strategic plan.

Mr. Smith asked about the leasing agreements for the various libraries. Mr. Council said he would have to go through the boxes from the River Hills offices in order to find all of them. He has found several but not all.

Laura Jane Glascoff and Morgan Hedglin presented the new annual calendar for the fiscal year 2023-2024. We have added two new holidays, Indigenous Peoples Day on October 9th and Juneteenth on June 19th. Mary Garner asked how many holidays total there would be. Ms. Glascoff answered that there are seventeen holidays total.

Motion: *David Burks moved, seconded by Terry Johnson, to approve the annual calendar for the fiscal year 2023-2024.*

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

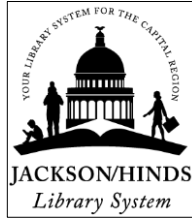
Peyton Smith recognized Attorney Chester Ray Jones for his many years of service on the Board of Trustees. Mr. Smith presented Attorney Jones with a certificate. Attorney Jones said the following in a prepared speech for the record:

“It has been said more than once all good things must come to an end. The end is now for me. It's been a joyful ride. It's been challenging. My hope for my initial appointment has been I leave the Jackson Hinds Library System in a better place, and it is in a better place thanks to the dedication of all the board members, the trustees, the chairmen, particularly Mr. Ricky Jones and now Attorney Peyton Smith, and the Chief Executive Officer Mr. Floyd Council. The future is bright and hopeful, and thank you so very much.”

Peyton Smith stated that the city announced this week they were going to demolish the Eudora Welty Library branch. We have been having discussions with city about a wide variety of facilities issues including the Eudora Welty branch for many months. Library branches are still closed. The city informed us at the beginning of summer that they had no intention of fixing Eudora Welty Library. The library system cannot legally spend their own money to fix the building. The board has not made any decision to close the Eudora Welty branch. We do have custody of the building, and our materials are in the building. The board has a responsibility to oversee the assets in the Eudora Welty Library. The board recognizes that it's a major logistical challenge to move a library and are trying to make the best outcome of the situation.

Motion: *Paul Forster moved, seconded by David Burks, that there was a need to go into closed session.*

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



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CLOSED SESSION:	<p>The meeting went into closed session to determine if there was a legal need for executive session at 5:59 p.m.</p> <p><i>Motion: David Burks moved, seconded by Terry Johnson, that there was a need to go into Executive Session.</i></p> <p><i>Approval: There being neither objections nor abstentions the motion carried.</i></p> <p><i>Motion: Mary Garner moved, seconded by Terry Johnson, to move into Executive Session.</i></p> <p><i>Approval: There being neither objections nor abstentions the motion carried.</i></p>
EXECUTIVE SESSION:	<p>The meeting returned from Executive Session.</p> <p><i>Motion: Terry Johnson moved, seconded by David Burks, to go into open session.</i></p> <p><i>Approval: There being neither objections nor abstentions the motion carried.</i></p>
OPEN SESSION:	<p>The meeting went into open session at 6:52 p.m.</p> <p><i>Motion: Paul Forster moved, seconded by David Burks, to withhold the utility payments at the Eudora Welty Library.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>It was announced that the utility payments for the Eudora Welty Library would be withheld.</p>
DATE, TIME, AND LOCATION FOR NEXT MEETING:	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, October 24^h at 4:00 p.m. at the Quisenberry Library..</p>
ADJOURNMENT :	<p><i>Motion: Chester Ray Jones 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 6:55 p.m.</p>