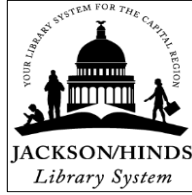


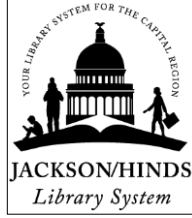
*Minutes of the Regular Meeting of the Administrative Board of Trustees on July 23, 2024
Approved at the Regular Meeting of the Administrative Board of Trustees on August 27, 2024*

VENUE: Margaret Walker Alexander 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:	Mary Garner delivered a prayer to open the meeting.
ROLL CALL:	Trustees present at the Margaret Walker Alexander Library: Peyton Smith (Board Chairman), David Burks, Mary Garner, Paul Forster, Dr. Earline Strickland, Bob Owens, Othor Cain, Addie Green, Dionne Nicole Burks, Sylvia Walker Trustees present via virtual/audio: Graftie McDaniels Also Present at Margaret Walker Alexander 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 (Executive Administrative Assistant), Michael Bennett (IT Assistant), Josh Sheriff (Webmaster) and Raymond Fraser (Board Attorney)
APPROVAL OF MINUTES:	<i>Motion: David Burks moved, seconded by Mary Garner, to approve the minutes for May 23, 2024, pending revisions.</i> <i>Approval: There being neither objections nor abstentions, the motion carried.</i> <i>Motion: David Burks moved, seconded by Addie Green, to approve the minutes for the June 22, 2024 Board Retreat.</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. Mr. Smith added a real estate matter to be discussed in Executive Session.
ADMINISTRATIVE REPORTS:	Justin Carter presented the finance report as published in the board packet.
Finance Report:	<i>Motion: Paul Forster moved, seconded by Dionne Nicole Burks, to approve the finance report.</i> <i>Approval: There being neither objections nor abstentions, the motion carried.</i>
Human Resources Report:	Laura Jane Glascoff presented the Human Resources Report as published in the board packet. It was announced that the library system was adding the “Concern” EAP program to the benefits package. <i>Motion: David Burks moved, seconded by Mary Garner, to approve the Human Resources report.</i> <i>Approval: There being neither objections nor abstentions, the motion carried.</i>



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<p>Public Services Report:</p>	<p>Morgan Hedglin presented the Public Services Report as published in the board packet.</p> <p>Summer Reading was a big success.</p> <p><i>Motion: Othor Cain moved, seconded by Addie Green, 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>Signage for the Evelyn T. Majure Library was briefly talked about.</p> <p>There was a discussion about what we are doing for the homeless.</p>
<p>CHAIRMAN'S REPORT:</p>	<p>Chairman Peyton Smith presented the chairman's report.</p> <p>Chairman Smith and Mr. Council have submitted the annual accreditation for the board. Mr. Smith is working on an annual outline of important board tasks.</p>
<p>DISCUSSION:</p> <p>OLD BUSINESS:</p> <p>NEW BUSINESS:</p>	<p>Consultants are currently working on the Strategic Plan. The Community Outreach part of developing the plan is finished.</p> <p>The facilities report covered the current status of the libraries in the system.</p> <p>The Jackson Friends of the Library are doing a Ribbon Cutting for the Art Installation at the Margaret Walker Alexander Library.</p> <p><i>Motion: Sylvia Walker moved, seconded by Addie Green, to adopt the new bylaws that were decided on at the board retreat.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The Executive Director Review Procedure Policy was discussed. A revision to the Executive Director Review Procedure was made.</p> <p><i>Motion: Othor Cain moved, seconded by Dionne Nicole Burks, to approve Executive Director Review Procedure policy with revisions.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The Building Repairs and Maintenance Policy was talked about.</p> <p><i>Motion: Addie Green moved, seconded by Othor Cain, to approve the Building Repairs and Maintenance Policy.</i></p>



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

The Staff Purchasing for Non Capital Expenditure Policy was the next policy to be mentioned.

Motion: *Addie Green moved, seconded by Mary Garner, to approve the Staff Purchasing and Expenditure Policy.*

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

The Board Staff Communication Policy was touched on.

Motion: *Othor Cain moved, seconded by Paul Forster, to approve the Board Staff Communication Policy.*

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

There was a discussion of the Board Media Communications Policy.

Motion: *Paul Forster moved, seconded by Othor Cain to accept the Board Media Communications Policy.*

Approval: *There being one objection by Bob Owens, and no abstentions, the motion carried.*

The final policy to be voted on was the Board External Communication Policy

Motion: *David Burks moved, seconded by Addie Green to accept the Board External Communications Policy as written.*

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

**EXECUTIVE
SESSION
ENTERED:**

Motion: *Paul Forster moved, seconded by Mr. Burks, to exit general session for closed session to determine the need for executive session.*

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

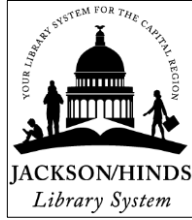
The meeting went into closed session at 6:07 p.m.

On finding a determination for executive session, the board proceeded with executive session.

**EXECUTIVE
SESSION
CLOSED:**

Motion: *Paul Forster moved, seconded by Sylvia Walker to exit Executive Session*

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



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	<p>The Board returned from Executive session at 6:45 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, August 27, 2024 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
<p>ADJOURNMENT :</p>	<p><i>Motion: Paul Forster moved, seconded by Othor Cain, 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 6:47 p.m.</p>