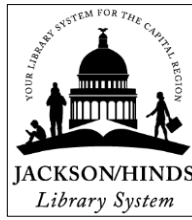


Minutes of the Regular Meeting of the Administrative Board of Trustees on August 27, 2024

Approved at the Regular Meeting of the Administrative Board of Trustees on September 24, 2024

VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual

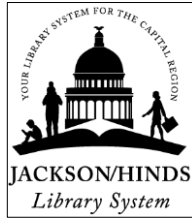
CALL TO ORDER:	Chairman Peyton Smith called the meeting to order at 4:02 p.m. and announced that there was a quorum.
MEDITATION:	David Burks delivered a prayer to open the meeting.
ROLL CALL:	Trustees present at the Margaret Walker Alexander Library: Peyton Smith (Board Chairman), David Burks, Mary Garner, 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)
PUBLIC COMMENTS:	Margaret Bullocks asked about the status of a downtown library. Ann Webster asked if the temperature at the Jackson Medical Mall was being monitored.
APPROVAL OF MINUTES:	<i>Motion: Dr. Earline Strickland moved, seconded by David Burks, to approve the minutes for July 23, 2024, pending revisions.</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:	Justin Carter presented the finance report as published in the board packet.
Finance Report:	<i>Motion: David Burks moved, seconded by Othor Cain, 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. Addie Green expressed concern about the job opportunities not being listed on the website. <i>Motion: Paul Forster moved, seconded by Dionne Nicole Burks, to approve the Human Resources report.</i> <i>Approval: There being neither objections nor abstentions, the motion carried.</i>
Public Services Report:	Morgan Hedglin presented the Public Services Report as published in the board packet. Addie Green thanked the system for coming to the Bolton back to school outreach.



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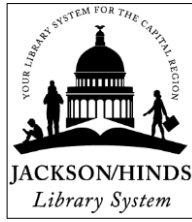
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	<p><i>Motion:</i> Mary Garner moved, seconded by Addie Green, to accept the Public Services Report.</p> <p><i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p>
<p>EXECUTIVE DIRECTOR'S REPORT:</p>	<p>Floyd Council asked the board to accept the Executive Director's Report as presented in the board report.</p>
<p>CHAIRMAN'S REPORT:</p>	<p>Chairman Peyton Smith presented the chairman's report.</p>
<p>DISCUSSION:</p> <p>OLD BUSINESS:</p> <p>NEW BUSINESS:</p>	<p>Consultants are currently working on the Strategic Plan. It should be available to the board soon.</p> <p>The facilities report covered the current status of the libraries in the system.</p> <p>Peyton Smith brought up a tech inquiry. There have been complaints about computers not working. Updates to hardware and software are coming soon.</p> <p>The board discussed whether to hire a Facilities Contractor. There was a vote on whether to hire an employee or an outside contractor. The results were 9 to 2 in favor of hiring an outside contractor.</p> <p><i>Motion:</i> Paul Forster moved, seconded by David Burks, to pursue the RFP process for a facilities outside contractor.</p> <p><i>Approval:</i> There being one objection and no abstentions, the motion carried.</p> <p><i>Motion:</i> Bob Owens moved, seconded by Dionne Nicole Burks, to authorize the facilities committee to approve an RFP.</p> <p><i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p> <p>At the September Board Meeting, the nominating committee will put forward a slate of officers to be voted on. Sylvia Walker joined the nominating committee.</p> <p>The future of the Richard Wright Library in relation to Jackson Public Schools was briefly talked about.</p> <p><i>Motion:</i> Paul Forster moved, seconded by David Burks, to give Peyton Smith authority to form a joint task force with Jackson Public Schools regarding the Richard Wright Library.</p> <p><i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p> <p>The annual calendar for the fiscal year of 2024-2025 was presented.</p>



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	<p>Motion: Bob Owens moved, seconded by Addie Green, to approve the annual calendar for the fiscal year 2024-2025.</p> <p>Approval: There being neither objections nor abstentions, the motion carried.</p> <p>The Bolton Library was briefly touched on. Work has halted until ADA compliance was taken care of.</p> <p>There was mention of the Bookmobile committee.</p> <p>The marketing committee is working on a potential recommendations for companies.</p> <p>There was a note on Employee Classification and FLSA.</p> <p>The idea of leveraging our Reserves to serve as a source of income was brought up.</p> <p>There was an update on getting a contractor to perform a Personnel Policy update.</p>
<p>EXECUTIVE SESSION ENTERED:</p>	<p>Motion: Dionne Nicole Burks moved, seconded by David Burks, to exit general session for closed session to determine the need for executive session.</p> <p>Approval: There being neither objections nor abstentions, the motion carried.</p> <p>The meeting went into closed session at 6:15 p.m.</p> <p>Motion: Paul Forster moved, seconded by David Burks, to enter into Executive Session.</p> <p>Approval: There being neither objections nor abstentions, the motion carried.</p>
<p>EXECUTIVE SESSION CLOSED:</p>	<p>Motion: Paul Forster moved, seconded by David Burks to exit Executive Session</p> <p>Approval: There being neither objections nor abstentions, the motion carried.</p> <p>The Board returned from Executive session at 6:50 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, September 24, 2024 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
<p>ADJOURNMENT :</p>	<p>Motion: Paul Forster moved, seconded by Sylvia Walker, to adjourn the meeting.</p> <p>Approval: There being neither objections, nor abstentions, the motion carried.</p>



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The meeting adjourned at 6:52 p.m.
