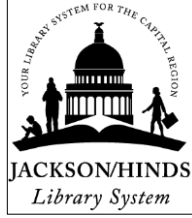


*Minutes of the Regular Meeting of the Administrative Board of Trustees on October 22, 2024
Approved at the Regular Meeting of the Administrative Board of Trustees on November 26, 2024*

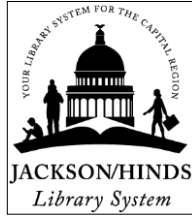
VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual

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:	<p>Trustees present at the Margaret Walker Alexander Library: Peyton Smith (Board Chairman), David Burks, Mary Garner, Paul Forster, Dr. Earline Strickland, Bob Owens, Addie Green, Sylvia Walker, Graftie McDaniels, Dionne Nicole Burks,</p> <p>Trustees present via virtual/audio: Othor Cain</p> <p>Also Present at Margaret Walker Alexander Library: 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)</p> <p>Also present via virtual/audio: Morgan Hedglin (Deputy Director)</p> <p>Absent from Margaret Walker Alexander Library: Floyd Council (Executive Director)</p>
APPROVAL OF MINUTES:	<p><i>Motion: David Burks moved, seconded by Dr. Earline Strickland, to approve the minutes for September 24, 2024.</i></p> <p><i>Approval: There being neither objections nor abstentions, 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: Finance Report: Human Resources Report: Public Services Report:	<p>Justin Carter presented the finance report as published in the board packet.</p> <p><i>Motion: Paul Forster moved, seconded by Graftie McDaniels, to approve the finance report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>Laura Jane Glascoff presented the Human Resources Report as published in the board packet.</p> <p><i>Motion: Addie Green 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>Morgan Hedglin presented the Public Services Report as published in the board packet.</p> <p><i>Motion: Sylvia Walker 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>



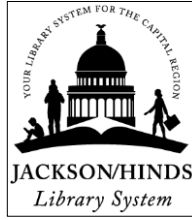
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CHAIRMAN'S REPORT:	Chairman Peyton Smith presented the chairman's report.
COMMITTEE REPORTS:	<p>The Facilities Committee reported that the Facilities Manager RFP is not ready yet.</p> <p>The Bolton Committee had no updates.</p> <p>The Marketing Committee had no updates.</p> <p>The Policy Committee is in the process of studying whether or not a person can sell a book they've written out of a meeting room.</p> <p><i>Motion: David Burks moved, seconded by Mary Garner, to give the Marketing Committee authority to approve an RFP for a library system website rebuild and an RFP for a library system rebrand.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
DISCUSSION: OLD BUSINESS:	<p>The Personnel Committee met and voted on an attorney to draft a Personnel Policy Manual and an Employee Handbook. They are waiting on a quote.</p> <p><i>Motion: Bob Owens moved, seconded by Addie Green, to allow staff to move forward if the new quote is under \$10,000</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The reserves account was briefly touched upon.</p> <p>The board discussed the bookmobile.</p> <p>People counters were discussed.</p> <p><i>Motion: David Burks moved, seconded by Addie Green, to authorize the purchase of "We Count People" people counters.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The facilities update covered closing the Quisenberry Library for repairs as well as the Willie Morris library bathroom being fixed.</p> <p>The idea of an Entergy Contract Grant was set before the Facilities Committee in regards to Willie Morris. This grant was very successful for the Medgar Evers Library in the past.</p>



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<p>NEW BUSINESS:</p>	<p>Mississippi Library Commission is getting quotes for new computers for the library system.</p> <p>The board emails are being set up.</p> <p>Talking points were mentioned in relation to informing the community about the library system.</p> <p>The Fiscal Year 2025 Budget was discussed.</p> <p><i>Motion: Bob Owens moved, seconded by Addie Green, to approve the Fiscal Year 2025 Budget, pending the removal of the personnel incentive.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
<p>EXECUTIVE SESSION ENTERED:</p>	<p><i>Motion: Paul Forster moved, seconded by Graftie McDaniels, to exit general session for closed session to determine the need for executive session.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The purpose would be litigation updates and personnel matters.</p> <p>The meeting went into closed session at 5:45 p.m.</p> <p><i>Motion: Dionne Nicole Burks moved, seconded by Addie Green, to enter into Executive Session.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The meeting went into executive session at 5:51 p.m.</p> <p><i>Motion: Paul Forster moved, seconded by Addie Green, to authorize legal council to settle employment complaint subject to conditions of the Board up to authority granted by the carrier.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
<p>EXECUTIVE SESSION CLOSED:</p>	<p><i>Motion: Paul Forster moved, seconded by Graftie McDaniels, to exit Executive Session.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The Board returned from Executive session at 6:31 p.m.</p>
<p>DATE, TIME, AND LOCATION FOR NEXT MEETING:</p>	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, November 26, 2024 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>



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ADJOURNMENT

:

Motion: Dr. Earline Strickland moved, seconded by Addie Green, to adjourn the meeting.

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

The meeting adjourned at 6:33 p.m.