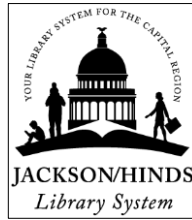


*Minutes of the Regular Meeting of the Administrative Board of Trustees on November 26, 2024
Approved at the Regular Meeting of the Administrative Board of Trustees on January 28, 2025*

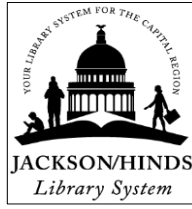
VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual

CALL TO ORDER:	Chairman Peyton Smith called the meeting to order at 4:02 p.m. and announced that there was a quorum.
MEDITATION:	Mary Garner 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, Dionne Nicole Burks, and Graftie McDaniels</p> <p>Trustees present via virtual/audio: Addie Green</p> <p>Trustees absent: Othor Cain, Bob Owens, Sylvia Walker</p> <p>Also Present at Margaret Walker Alexander Library: Morgan Hedglin (Interim 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)</p>
PUBLIC COMMENTS:	<p>Sheila O’Flaherty offered thanks for fixing the computers. She asked about the strategic plan and the mission statement. She expressed the wish that newspapers could be sent straight to the branches, because it takes so long for them to arrive since they must go to Technical Services at Quisenberry Library first. Finally she asked about a new trustee for Ward 5.</p> <p>Ron Anderson asked that the grant foundation database be located at more branches.</p>
APPROVAL OF MINUTES:	<p><i>Motion: Dionne Nicole Burks moved, seconded by Mary Garner, to approve the minutes for October 22, 2024.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p><i>Motion: David Burks moved, seconded by Graftie McDaniels, to approve the minutes for the special called meeting on October 30, 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:	<p>Justin Carter presented the finance report as published in the board packet.</p> <p><i>Motion: David Burks moved, seconded by Paul Forster, to approve the finance report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>



*Minutes of the Regular Meeting of the Administrative Board of Trustees on November 26, 2024
Approved at the Regular Meeting of the Administrative Board of Trustees on January 28, 2025*

<p>Human Resources Report:</p> <p>Public Services Report:</p>	<p>Laura Jane Glascoff presented the Human Resources Report as published in the board packet.</p> <p><i>Motion: Graftie McDaniels moved, seconded by Mary Garner, 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>The Jackson Friends of the Library Book Sale at the Willie Morris Library was a big success.</p> <p>The library system is testing out people counters at some of the libraries.</p> <p>Some of the libraries are getting charging stations.</p> <p><i>Motion: David Burks moved, seconded by Dionne Nicole Burks, to accept the Public Services Report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
<p>CHAIRMAN'S REPORT:</p>	<p>Chairman Peyton Smith presented the chairman's report.</p>
<p>COMMITTEE REPORTS:</p> <p>Facilities Committee:</p> <p>Bolton Library Committee:</p> <p>Policy Committee:</p> <p>Bookmobile Committee:</p>	<p>Paul Forster gave the facilities committee report. The RFP for the facilities maintenance contractor is being worked on.</p> <p>David Burks gave a report on the status of the Bolton Library.</p> <p>Dionne Nicole Burks explored the meeting room usage policy and proposed a change in language to make it more understandable.</p> <p><i>Motion: Paul Forster moved, seconded by David Burks, to approve the changes in the policy.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>Morgan Hedglin presented two options for the purchase of a bookmobile. The committee has decided that the one from Farber is the one that would be of best use for the system.</p> <p><i>Motion: Dr. Earline Strickland moved, seconded by David Burks, to authorize the purchase of the Farber bookmobile option utilizing our previously allocated funds and additional funds from the 2023-2024 fiscal year savings.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>



Minutes of the Regular Meeting of the Administrative Board of Trustees on November 26, 2024
Approved at the Regular Meeting of the Administrative Board of Trustees on January 28, 2025

Marketing Committee:

The marketing committee has nominated Sylvia Walker to be the board media designee for the city, and Graftie McDaniels to be the board media designee for the county.

Motion: Dr. Earline Strickland moved, seconded by David Burks, to approve the Sylvia Walker and Graftie McDaniels to be the board media designees.

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

DISCUSSION:

The updating of the Personnel Policy is underway.

OLD BUSINESS:

Ideas for the reserves funds were presented.

Motion: Dr. Earline Strickland moved, seconded by Graftie McDaniels, to authorize the establishment of a reserve fund at Bank Plus on an ongoing basis for short term fixed income.

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

The website rebrand was touched on.

Motion: Dr. Earline Strickland moved, seconded by Mary Garner, to authorize the retention of Library Market for web design and branding services for up to \$40,000.

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

NEW BUSINESS:

The Executive Search Committee presented an executive search proposal from Bradbury Miller.

Motion: Graftie McDaniels moved, seconded by Dr. Earline Strickland, to authorize the retention of Bradbury Miller for a standard search based on our executive search proposal.

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

Photos are needed to go with the publication of the Strategic Plan.

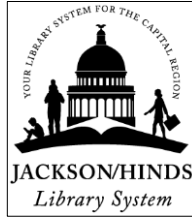
Motion: Dionne Nicole Burks moved, seconded by Dr. Earline Strickland, to authorize a budget of \$5,000 to retain a professional photographer.

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

The board discussed the idea of a retention incentive for the staff.

Motion: Mary Garner moved, seconded by Dionne Nicole Burks, to give full time staff \$1,500 and part time staff \$750 in a one time retention incentive.

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



Minutes of the Regular Meeting of the Administrative Board of Trustees on November 26, 2024
Approved at the Regular Meeting of the Administrative Board of Trustees on January 28, 2025

	<p>The city has budgeted 1.5 million dollars to establish a Jackson branches facilities endowment to set up a fund to generate funds for capital repairs.</p> <p>Motion: <i>Dr. Earline Strickland moved, seconded by Paul Forster, to give the executive committee authority to approve signature of an endowment related MOU with the city of Jackson.</i></p> <p>Approval: <i>There being neither objections nor abstentions, the motion carried.</i></p> <p>Morgan Hedglin noted that the hours will be extended for the larger branches in the system, including Willie Morris Library, Margaret Walker Alexander Library, Medgar Evers Library and Quisenberry Library. They will now be open from 10:00 a.m. to 7:00 p.m Monday through Thursday and 9:00 am to 5:00 p.m. Friday and Saturday.</p> <p>There was a brief facilities update.</p>
<p>DATE, TIME, AND LOCATION FOR NEXT MEETING:</p>	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, January 28, 2024 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
<p>ADJOURNMENT :</p>	<p>Motion: <i>Dionne Nicole Burks moved, seconded by Graftie McDaniels, to adjourn the meeting.</i></p> <p>Approval: <i>There being neither objections nor abstentions, the motion carried.</i></p> <p>The meeting adjourned at 6:24 p.m.</p>