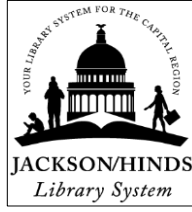


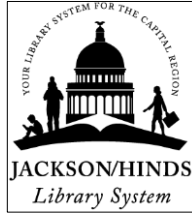
*Minutes of the Regular Meeting of the Administrative Board of Trustees on February 25, 2025
Approved at the Regular Meeting of the Administrative Board of Trustees on March 25, 2025*

VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual	
CALL TO ORDER:	David Burks called the meeting to order at 4:00 p.m.
MEDITATION:	Addie Green delivered a prayer to open the meeting.
ROLL CALL:	<p>Trustees present at the Margaret Walker Alexander Library: Mary Garner, Addie Green, Graftie McDaniels, Dr. Earline Strickland, David Burks, and Dionne Nicole Burks</p> <p>Trustees present via virtual/audio: Paul Forster</p> <p>Trustees absent: Peyton Smith, Bob Owens, Othor Cain, 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), Josh Sheriff (Webmaster), and Raymond Fraser (Board Attorney)</p>
PUBLIC COMMENTS:	Sheila O’Flaherty expressed the wish that newspapers could be sent straight to the branches because it takes so long for the newspapers to arrive at the branches when they go to Clinton first. She also pointed out that there had not been a board member for Ward Five in two years.
APPROVAL OF MINUTES:	<p><i>Motion: Dionne Nicole Burks moved, seconded by Mary Garner, to approve the minutes for January 28, 2025.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
APPROVAL OF AGENDA:	David Burks 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:	<p>Mr. Carter asked that the board record that they have approved Laura Jane Glascoff, Justin Carter and Morgan Hedglin be on the investment account, that they have approved the opening of the investment account, and that when the investment matures the bank should reinvest it, unless otherwise needed or requested by the Jackson Hinds Library System.</p> <p><i>Motion: Addie Green moved, seconded by Dr. Earline Strickland, to approve Laura Jane Glascoff, Justin Carter and Morgan Hedglin be on the investment account, and to approve the opening of the investment account, and that when the investment matures it should be reinvested, unless otherwise needed or requested by the Jackson Hinds Library System.</i></p>



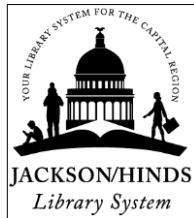
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<p>Human Resources Report:</p>	<p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p><i>Motion: Graftie McDaniels moved, seconded by Mary Garner, to approve the finance report.</i></p> <p><i>Approval: There 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>Drafts of the employee handbook and the personnel policy are being worked on.</p> <p><i>Motion: Mary Garner 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>Public Services Report:</p>	<p>Morgan Hedglin presented the Public Services Report as published in the board packet.</p> <p>There was a brief update on the bookmobile being built.</p> <p>The Beverly J. Brown Library in Bolton will have a soft opening on February 26, 2025. A grand opening has not been set yet.</p> <p><i>Motion: Dr. Earline Strickland, 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>COMMITTEE REPORTS:</p> <p>Facilities Committee:</p> <p>Executive Director Search Committee:</p>	<p>The state of the Richard Wright Library was discussed.</p> <p>The Evelyn T. Majure Library in Utica has some issues with debris and a possible toilet being installed.</p> <p>The state of the Eudora Welty Library will be discussed at a later date.</p> <p>CBRE contract is being worked on.</p> <p>The time to accept applications for the Executive Director position has closed. There are several applicants.</p>



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<p>Marketing Committee:</p>	<p>The committee is looking at the first draft of logos.</p> <p>The calendar for the website is being worked on.</p> <p>Leadership Greater Jackson is going to be helping with marketing.</p>
<p>DISCUSSION:</p> <p>OLD BUSINESS:</p> <p>NEW BUSINESS:</p>	<p>The CBRE contract is being worked on.</p> <p>There was a brief discussion about a new circulation desk for the Medgar Evers Library. It was decided that the subject should be covered at the March Board Meeting.</p> <p>Dionne Nicole Burks gave a presentation on A.I. and its use in libraries.</p>
<p>EXECUTIVE SESSION:</p>	<p><i>Motion: David Burks moved, seconded by Dr. Earline Strickland, 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><i>Motion: David Burks moved, seconded by Mary Garner, to enter into executive session.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The board entered into executive session at 5:25 p.m.</p> <p><i>Motion: David Burks moved, seconded by Addie Green, to exit executive session.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The board exited executive session at 5:33 p.m.</p> <p>No action was taken.</p>
<p>DATE, TIME, AND LOCATION FOR NEXT MEETING:</p>	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, March 25, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
<p>ADJOURNMENT :</p>	<p><i>Motion: Addie Green moved, seconded by Graftie McDaniels, 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 5:35 p.m.</p>



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