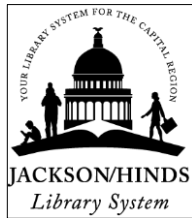


Minutes of the Regular Meeting of the Administrative Board of Trustees on March 25, 2025

Approved at the Regular Meeting of the Administrative Board of Trustees on May 27, 2025

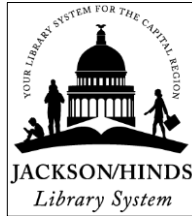
VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual	
CALL TO ORDER:	Peyton Smith called the meeting to order at 4:01 p.m. and announced that there was a quorum.
MEDITATION:	Marry Garner delivered a prayer to open the meeting.
ROLL CALL:	<p>Trustees present at the Margaret Walker Alexander Library: Chairman Peyton Smith, Mary Garner, Addie Green, Graftie McDaniels, Dr. Earline Strickland, David Burks, and Dionne Nicole Burks, Paul Forster</p> <p>Trustees absent: 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:	The public expressed concern about the age/conditions of the system's computers.
APPROVAL OF MINUTES:	<p><i>Motion: David Burks moved, seconded by Graftie McDaniels, to approve the minutes for February 25, 2025.</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:	Justin Carter presented the finance report as published in the board packet.
Finance Report:	<p><i>Motion: Mary Garner moved, seconded by David Burks, to approve the finance report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
Human Resources Report:	<p>Laura Jane Glascoff presented the Human Resources Report as published in the board packet.</p> <p>The board discussed the IT Tech Assistant position.</p> <p><i>Motion: Dr. Earline Strickland moved, seconded by Addie Green, to approve the Human Resources report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
Public Services Report:	<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>



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	<p>The Beverly J. Brown Library in Bolton will have a grand opening on March 28, 2025.</p> <p>The Events Calendar will be ready on April 8, 2025.</p> <p><i>Motion:</i> <i>Graftie McDaniels moved, seconded by Addie Green, to accept the Public Services Report.</i></p> <p><i>Approval:</i> <i>There being neither objections nor abstentions, the motion carried.</i></p>
CHAIRMAN'S REPORT:	<p>Chairman Peyton Smith mentioned a meeting that involved the Richard Wright Library. A discussion followed.</p>
DISCUSSION:	
OLD BUSINESS:	<p>The CBRE contract is done. The contractor is looking at the various branches.</p> <p>The Medgar Evers Library's circulation desk needs replacing. One has been picked out.</p> <p><i>Motion:</i> <i>Addie Green moved, seconded by Dr. Earline Strickland, to approve the purchase of the new circulation desk for Medgar Evers Library.</i></p> <p><i>Approval:</i> <i>There being neither objections nor abstentions, the motion carried.</i></p> <p>New computers are coming.</p>
NEW BUSINESS:	<p>The board talked about security at the branches.</p> <p>Some members of the board had questions about the board designated emails.</p>
EXECUTIVE SESSION:	<p><i>Motion:</i> <i>Addie Green moved, seconded by Paul Forster, to exit general session for closed session to determine the need for executive session.</i></p> <p><i>Approval:</i> <i>There being neither objections nor abstentions, the motion carried.</i></p> <p><i>Motion:</i> <i>David Burks moved, seconded by Graftie McDaniels, to enter into executive session.</i></p> <p><i>Approval:</i> <i>There being neither objections nor abstentions, the motion carried.</i></p> <p>The board entered into executive session at 5:44 p.m.</p>



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Motion: Dr. Earline Strickland moved, seconded by Paul Forster, to exit executive session.

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

The board exited executive session at 6:41p.m.

During Executive Session, the following actions were taken.

Motion: David Burkes moved, seconded by Addie Green to authorize personnel committee to establish line of succession if there is unavailability of Executive Director or acting director.

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

Motion: Addie Green moved, seconded by Graftie McDaniels, to approve a settlement per recommendation of insurance.

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

**DATE, TIME,
AND LOCATION
FOR NEXT
MEETING:**

The next meeting for the Board of Trustees is scheduled for Tuesday, April 22, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.

**ADJOURNMENT
:**

Motion: Addie Green moved, seconded by Mary Garner, to adjourn the meeting.

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

The meeting adjourned at 6:45 p.m.