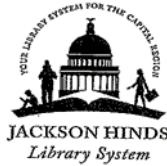


*Approved at the Board of Trustees Meeting November 16, 2016*



Venue: Eudora Welty Library, 4:00 p.m.

Mrs. Rosalynn Sylvester, Chairman, called the meeting to order at 4:03 p.m.

**Present:** Mrs. Virginia Bailey, Mrs. Sue Berry, Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Mr. Wayne McDaniels, Dr. Earline Strickland, Mrs. Rosalyn Sylvester

**Absent:** Mrs. Imelda Brown, Mrs. Barbara Hadnott, Mr. Rickey Jones

Hinds County Representatives: The Executive Director welcomed Ms. Carmen Davis, Hinds County Administrator; Ms. Lillie Woods, Hinds County Director of Budget and Finance; and Ms. Lure Berry, Hinds County Budget Analyst (who will replace Ms. Woods on November 3, 2016) to address the Board of Trustees. Ms. Woods distributed and discussed a spread sheet regarding the JHLS budget for FY2016.

Ms. Davis and Ms. Woods explained the uses of the unallocated fund balance as it relates to the fiscal year for county library millage.

Minutes: August 24, 2016 (as amended) and September 28, 2016 ***Dr. Strickland moved, second by Dr. Harrison, to approve the Minutes of the Board of Trustees meeting, Wednesday, August 24, 2016 (as amended) and the Minutes of the Board of Trustees meeting, Wednesday, September 28, 2016. The motion passed unanimously.***

Administration Reports: Mr. Justin Carter, Assistant Director for Finance, presented the Financial Report for September 2016, the Check Register (September 21, 2016 to October 19, 2016), and the Gifts and Donations Report for September 2016.

***Mr. McDaniels moved, second by Mrs. Bailey, to approve the Financial Report, the Check Register, and the Gifts and Donations Report as presented. The motion passed unanimously.***

Stemming from discussion of the Financial Report and the annual audit of JHLS financial records, ***Dr. Strickland moved, second by Dr. Harrison, that representatives of the Board of Trustees be included in the exit interview with the auditing firm finishing its 3-year term with JHLS, and be similarly involved in the entry and closing meetings with subsequent auditors every year. The motion passed unanimously.***

Mrs. Brenette Nichols, Assistant Director For Human Resources, presented the Human Resources Report for September 2016.

***Dr. Strickland moved, second by Dr. Harrison, to approve the Human Resources Report as presented. The motion passed unanimously.***

*Approved at the Board of Trustees Meeting November 16, 2016*

Mrs. Miao Jin, Assistant Director for Technical Services, presented the Technical Services report for October 2016.

Committee Reports: There were no Committee Reports.

Chairman's Report: Mrs. Sylvester did not present a Chairman's Report.

Executive Director's Report: Mrs. Furr presented the Executive Director's Report.

Unfinished Business: There was no unfinished business to address.

New Business: ***Dr. Harrison moved, second by Mrs. Berry and Mr. McDaniels, to adopt a fine-free check-in and amnesty program, as presented by the Executive Director, for adult cardholders in November. The motion passed unanimously.***

***Dr. Strickland moved, second by Dr. Harrison, to adopt a photography/video filing policy, as presented by the Executive Director, for the library system. The motion passed unanimously.***

***Mr. McDaniels moved, second by Mr. Chester Ray Jones, to close all JHLS libraries at 6 p.m. on Wednesday, November 23<sup>rd</sup>, Thanksgiving Eve. The motion passed unanimously.***

***Dr. Strickland moved, second by Mr. McDaniels, to substitute the New Year's Eve holiday for Confederate Memorial Day. The motion passed unanimously.***

***Dr. Harrison moved, second by Mrs. Berry, to close the libraries on Confederate Memorial Day for the Annual April Staff Training Day. The motion passed unanimously.***

***Mr. McDaniels moved, second by Dr. Harrison, to accept the resignation of Mrs. Ann Laster from the Administrative Board of Trustees. The motion passed unanimously.***

Adjournment: ***5:53 p.m. – Mr. McDaniels moved, second by Mrs. Berry, to adjourn. The motion passed unanimously.***