



Approved at the Board of Trustees Meeting April 26, 2017

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

Mrs. Rosalynn Sylvester, Chairman, called the meeting to order at 4:04 p.m.

Present: Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Mr. Rickey Jones, Mr. Wayne McDaniels, Dr. Earline Strickland, Mrs. Rosalyn Sylvester

Absent: Mrs. Virginia Bailey, Mrs. Sue Berry, Mrs. Imelda Brown, Mrs. Barbara Hadnott,

Executive Session to Discuss Litigation: ***Mr. R. Jones moved, second by Mr. McDaniels, to establish there was a necessity for the Board of Trustees to convene an Executive Session to discuss certain litigation, and the motion carried unanimously.*** The Executive Session convened at 4:08 p.m.

The Executive Session terminated, and the Regular Session reconvened, at 4:32 p.m.

Mrs. Sylvester, Chairman of the Board, announced the result of recent litigation involving Louis Ellis, a terminated employee of the Library System: The Board reached a decision to settle its dispute with Mr. Ellis by paying him an amount of \$10,000, with additional terms of such settlement being non-disparagement of Mr. Ellis by the Library System, the maintenance of confidentiality of the matters of the dispute, and the Library System's supplying a neutral employment reference if requested by Mr. Ellis.

Minutes: ***Mr. R. Jones moved, second by Mr. McDaniels, to approve the Minutes of the March 29, 2017 Board of Trustees meeting of Wednesday, March 29, 2017. The motion passed unanimously.***

Administration Reports: Mr. Justin Carter, Director of Finance, presented and discussed briefly with the Trustees the Financial Report for February 2017, the Check Register (February 14, 2017 to March 15, 2017), and the Gifts and Donations Report for February 2017.

Mr. McDaniels moved, second by Dr. Harrison, to approve the Financial Report, the Check Register, and the Gifts and Donations Report as presented and explained. The motion passed unanimously.

Mrs. Brenette Nichols, Director of Human Resources, presented the Human Resources Report for February 2017. Some Trustee had questions regarding staffing standards at library branches with higher patron census than others, and Mrs. Nichols explained that, per MLC requirements, several libraries with higher patronage required managers to be hired who possess an MLS degree. Other libraries with lower patronage require only college degrees, again per MLC requirements. There was also some discussion as to the application of the federal overtime rule for those employees earning over \$55,000 per year, and discussion



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regarding checking citizenship status of employees, but no motions for action were proposed on either of these matters.

Mr. R. Jones moved, second by Mr. McDaniels, to approve the Human Resources Report as presented and discussed. The motion passed unanimously.

Mrs. Miao Jin, Director of Technical Services, presented the Technical Services report for February 2017. Mrs. Jin supplemented her report with discussion, in response to a question from the Board, about the Foundation Center online being an excellent service for researching grants. She also explained that the Library System needs and is working on better promotion for e-books which are very popular although the Library System's collection of e-books and access to them are not so widely known as they might be. Mrs. Jin concluded her comments by discussing new a shelving project for children's books at Richard Wright Library with materials donated by Millsaps College; she also emphasized the importance of children's books and developing the Library System's collection of children's books system-wide.

The Technical Services report was accepted as presented and discussed, no motion being required to approve it.

The Deputy Director, Ms. Kim Corbett, was not present at the meeting, and her report was submitted in writing, along with copies of several pictures in local newspapers of recent events at the Quisenberry Library. There were no comments on the report.

Committee There were no Committee Reports at this time

Reports:

Chairman's Mrs. Sylvester did not present a Chairman's Report, although she noted that several
Report: committees, including the Strategic Planning Committee, the Policy Committee, and the Personnel and Evaluation Committee, need to schedule meetings soon to discuss matters under their respective purviews and, subsequently, to report their recommendations to the Board at large.

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

Director's

Report: In addition to the motions listed under "New Business" on the meeting agenda, the Trustees also discussed with Mrs. Furr their suggestion that human relations topics be included in the upcoming, and all, staff training. Mrs. Furr replied that such topics had been included in nearly every staff training event and would continue to be. She stressed that the upcoming Staff Training Day would focus primarily on fire prevention, safety, and protocols, as well as first aid.

Mrs. Furr and the Trustees also discussed Workers Compensation incidents, settlement, and benefits.



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Mrs. Furr addressed the Trustees about difficulties the Library System is having with the City of Jackson regarding significant building maintenance issues that the City, which owns the property in question, refuses to fund. The Trustees suggested that separate and strongly-worded letters be sent by the Board of Trustees by certified mail to both the Mayor of the City of Jackson and the City Council. It was further suggested that the status of progress in the matter be closely monitored. There was no formal motion put forward.

Unfinished None.

Business:

New Business: 1. Motion to approve sale in libraries of blue book bags or \$3.00.

Mrs. Furr explained that, formerly, the Library System passed out, at no cost to the patrons, plastic library bags with the Library System's logo but with limited use for holding many books and the unrecompensed expense to the Library System. The new, proposed book bags are attractive and much more durable and spacious; the proposed price of \$3.00 seems appropriate for the quality and durability of the bag.

After some discussion, the Trustees agreed to "test-run" the sale of the book bags in a few libraries and to evaluate the results at a later date. ***Dr. Harrison moved, second by Mr. C. R. Jones, to offer the blue book bags for sale at the price of \$3.00 in a few libraries and to revisit the matter at a later time. The motion passed unanimously.***

2. Motion to substitute Monday, July 3, 2017, for Confederate Memorial Day.

Mrs. Furr explained that the Library System does not celebrate Confederate Memorial Day; traditionally, the library branches are closed, but all library employees meet at Welty Library for Staff Development Day. July 3, coming on a Monday this year, would be an opportune time to allow the Library System to close and allow its employees the holiday they would otherwise have taken on April 24.

Mr. C. R. Jones moved, second by Dr. Harrison, to approve the substitution of Monday, July 3, 2017 for Confederate Memorial Day which the Library System's employees use for a Staff Development Day.

3. Motion to closed Welty Library on Easter Sunday.

Mrs. Furr explained that the State holiday was not taken by the Jackson Hinds Library System at the New Year, and taking it on Easter Sunday would allow the Welty Library staff a holiday while all the other branches would be closed anyway.



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Mr. R. Jones moved, second by Mr. McDaniels, to approve the substitution of the New Year Holiday for Easter Sunday and to close the Welty Branch on Easter Sunday. The motion carried unanimously.

4. Motion to approve Violence in the Workplace policy.

Mrs. Furr explained that the policy was recommended by MLC. The Trustees *en banc* tabled further discussion or action until the proposed policy is reviewed by the Policy Committee.

Mr. R. Jones, second by Mr. McDaniels, move to table the motion on the proposed Violent in the Workplace policy, and refer the motion to the Policy Committee for its review and recommendation. The motion passed unanimously.

5. Motion to approve Kimberly Corbett, Deputy Director, and Anne Robbins-Sanders, JHLS Youth Services Coordinator, to attend the annual Children's Book Festival in Hattiesburg, Mississippi, on April 5, 6, and 7, 2017.

Mr. McDaniels moved, second by Dr. Harrison, to approve Kimberly Corbett, Deputy Director, and Anne Robbins-Sanders, JHLS Youth Services Coordinator, to attend the annual Children's Book Festival in Hattiesburg, Mississippi, on one day of the Festival. The motion passed unanimously.


Extemporaneous New Business: Mr. McDaniels proposed an item of New Business: that the members of the Board of Trustees have their pictures posted on the Jackson Hinds Library System's web page, and/or in the Eudora Welty Library. He thinks patrons would be interested in seeing the governing body of the Library System. After some small discussion,

Mr. R. Jones moved, second by Dr. Strickland, that pictures of the members of the Board of Trustees be posted on the Jackson Hinds Library System's web page. Dr. Harrison abstained from voting, so the motion, so lacking a quorum of qualified voters, the motion did not carry.

Public Comments: None.

Adjournment: ***6:05 p.m. Mr. McDaniels moved, second by Dr. Harrison, to adjourn the meeting. The motion passed unanimously.***

Respectfully submitted,


Mrs. Virginia S. Bailey, Secretary
JHLS Administrative Board of Trustees