



APPROVED BY THE ADMINISTRATIVE BOARD OF TRUSTEES AT ITS MEETING HELD ON JULY 25, 2018

Venue: Willie Morris Library

Call to Order: Chairman Rosalyn Sylvester called the meeting to order at 4:10 p.m.

Roll Call: ***Trustees Present:*** Mrs. Virginia Bailey, Mrs. Sue Berry, Ms. Brenda Bethany, Mrs. Imelda Brown, Mrs. Connie Cochran, Mrs. Mary Garner, Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Mr. Rickey Jones, Rev. Wayne McDaniels, Dr. Earline Strickland, and Mrs. Rosalyn Sylvester
Trustees Absent: Rev. Danny Ray Hollins
Others Present: Joseph C. Adams, JHLS Attorney; Mrs. Carolyn Carter, Branch Manager at Willie Morris Library.

Minutes, July 25, 2018 The Executive Director and Chairman of the Board requested the minutes of May 23, 2018, to be clarified regarding Hinds County disbursements of millage to JHLS. That correction recognized and made,

Mrs. Bethany moved, second by Mrs. Bailey, to approve the draft minutes of the regular meeting of the Board of Trustees on Wednesday, May 23, 2018, as corrected. The motion carried unanimously.

Approval of Agenda: It was noted that items for the Board's attention that were considered to be "Old Business" were placed in the Committee Reports section of this meeting's agenda, and that they should be written in the Agenda, both as "Old Business" and in the Committee Reports section.

Mrs. Cochran, second by Dr. Harrison, proposed restoring "Old Business" items to their proper places on the agenda and, with that change, to approve the current meeting agenda. The motion carried unanimously.

New Business : *1. Motion to approve a Usage Agreement between the City of Clinton and the Jackson/Hinds Library System to allow the Quisenberry Library to be operated as a JHLS library branch.

Prior to this regular meeting of the Administrative Board of Trustees, the Policy Committee, chaired by Dr. Strickland, met with Mr. Adams, the JHLS attorney, to consider the abovementioned Usage Agreement. In committee, Dr. Strickland moved, second by Mrs. Cochran, that the Usage Agreement, with one minor change regarding endowments, be presented to the Board for its review.

The Policy Committee presented the Usage Agreement to the Board for its review and approval. Mr. Adams was present to answer questions.



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Mrs. Connie Cochran moved, second by Mrs. Bethany, to approve a Usage Agreement, with one minor change regarding endowments, between the City of Clinton and the Jackson/Hinds Library System to allow the Quisenberry Library to be operated as a JHLS library branch. The motion, with Rev. Wayne McDaniels abstaining, carried.

*2. Motion to approve purchase of the Protech Security System with panic button alarms in order to protect all JHLS branches at a cost of \$4995.00 for the City of Jackson branches and \$4995.00 for the Hinds County branches.

Since the Protech Security Systems had already been purchased, the Trustees proposed changing the motion to read: "Motion to ratify approving the purchase of. . ."and adding the provision that all branches be monitored at least monthly to confirm proper functioning.

Mrs. Berry moved, second by Dr. Strickland, to approve the motion, as amended: to ratify approving the purchase of the Protech Security System with panic button alarms in order to protect all JHLS branches at a cost of \$4995.00 for the City of Jackson branches and \$4995.00 for the Hinds County branches, provided that all branches be monitored at least monthly to confirm proper functioning. The motion, with Rev. Wayne McDaniels abstaining, carried.

*3. Motion to require all Managers and Department Heads to give a notice of at least one month prior to retiring or resigning and to amend the language in the Jackson Hinds Library System's Employee Handbook accordingly.

Prior to this regular meeting of the Administrative Board of Trustees, the Policy Committee, chaired by Dr. Strickland, met with Mr. Adams, the JHLS attorney, to consider the abovementioned retirement/resignation motion and proposed policy, and it was concluded in committee that one month, or thirty days, is too long a required time period. The Policy Committee proposed to the Administrative Board of Trustees a "Policy for All Employees Who Leave Employment," reducing the one-month notice period to a period of two weeks and expanding it to cover all employees.

After brief discussion at the regular meeting of Board of Trustees,

Dr. Strickland moved, second by Mrs. Cochran, to adopt the proposed "Policy for All Employees Who Leave Employment," said Policy covering all employees, not only Managers and Department Heads, and requiring a written notice of at least two



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weeks prior to an employee's leaving employment; said Policy would amend the language in the Jackson Hinds Library System's Employee Handbook accordingly. The motion carried unanimously.

4. Motion to ban all audio and video recordings in the workplace without the consent of a supervisor or all parties to the conversation.

Mrs. Brown moved, second by Mrs. Garner, to table this motion until the Policy Committee could thoroughly review the proposed policy. The motion carried unanimously.

Administration Reports: *Mr. Justin Carter, Director for Finance, presented the Financial Reports for May and June 2018, the Check Register from May 16, 2018, to July 17, 2018, and the Gifts and Finance Report Donations Reports for May and June 2018.

Mrs. Cochran moved, second by Mr. Rickey Jones, to approve, for the months of May and June 2018, the Financial Reports, the Check Register, and the Gifts and Donations Reports as presented. The motion carried unanimously.

Human Resources Report: *Mrs. Brenette Nichols, Director for Human Resources presented the Human Resources Reports for June and July 2018.

Dr. Harrison moved, second by Mrs. Berry, to approve the Human Resources Reports for June and July 2018 as presented. The motion carried unanimously.

Technical Service and Deputy Director Reports: The Director for Technical Processing, Mrs. Miao Jin, and the Deputy Director, Ms. Kimberly Corbett, presented their written reports for May and June 2018 as inclusions with the Board Packets sent to the Trustees for their review prior to this meeting and also in person at this meeting. The Trustees did not have any questions about the information in either report.

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

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

Committee Reports: Facilities Committee: Chairman Rickey Jones reported that the Facilities Committee had met prior to the regular meeting of the Board of Trustees and had considered:
1) the Usage Agreement between JHLS and the City of Clinton relating to the Quisenberry Library;
2) a review of the HVAC and flooding problems at some library branches;



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- 3) a possible proposed purchase of the Eudora Welty Library, details of which will be announced as developments occur; and
- 4) the possible purchase of Tisdale Library by a charter school, and consideration of Tisdale Library being located at the old McRae's building on Meadowbrook Road.

Policy Committee: Chairman Imelda Brown could not attend the Policy Committee meeting held just prior to the regular meeting of the Board of Trustees. Dr. Strickland, as substitute chairman, reported, as noted in the New Business items of the regular meeting of the Board, that the Policy Committee had voted to recommend the proposed Usage Agreement relating to Quisenberry Library, with one revision regarding endowments, to the full Board of Trustees. Dr. Strickland also noted that the Policy Committee had determined that the policy for employees who leave employment include all employees and that the notice of intention to leave employment be a period of not less than two weeks.

Date, Time, and Location for next Regular Meeting : ***Mr. Rickey Jones moved, second by Mrs. Berry, that the next Regular Meeting of the Board of Trustees be on Wednesday, August 22, 2018, at 4 p.m., at the Margaret Walker Alexander Library. The motion passed unanimously.***

Adjournment : ***5:35 p.m.: A motion was made, seconded, and passed unanimously to adjourn the meeting.***