



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

Venue: Eudora Welty Library

Call to Order: Chairman Rosalyn Sylvester called the meeting to order at 4:04 p.m.

Roll Call: ***Trustees Present:*** Mrs. Virginia Bailey, Mrs. Sue Berry, Mrs. Connie Cochran, Mrs. Mary Garner, Dr. Alferdteen Harrison, Rev. Danny Ray Hollins, Mr. Chester Ray Jones, Mr. Rickey Jones, Rev. Wayne McDaniels, Dr. Earline Strickland, and Mrs. Rosalyn Sylvester
Trustees Absent: Ms. Brenda Bethany and Mrs. Imelda Brown,

Minutes, April 25, 2018 ***Mrs. Cochran moved, second by Mrs. Garner, to approve the draft minutes of the regular meeting of the Board of Trustees on Wednesday, April 25, 2018, as presented. The motion carried unanimously.***

Approval of Agenda: ***Mrs. Cochran, second by Mrs. Berry, proposed adding to the agenda a formal request to the Hinds County Board of Supervisors to disburse 100% of millage accrued for the Jackson Hinds Library System as it is collected throughout the year rather than holding the millage in a County account and disbursing it to the Library System in a lump sum later in the fiscal year. The motion carried unanimously.***

It was noted that a similar motion had been made in August 2016, but the County Board of Supervisors had asked to speak to the Board of Trustees before the action was put into place. It was also noted that such a request must be made at the beginning of every new funding period and would be included when the Library System's budget proposal for the upcoming fiscal year is presented to the Board of Supervisors.

New Business : *1. Motion to approve the annual 2018 Accreditation Report to be submitted to the Mississippi Library Commission.

Mr. Rickey Jones moved, second by Dr. Harrison, to approve the submission of the annual 2018 Accreditation Report to the Mississippi Library Commission, with the addition of checking one box that had been inadvertently left unchecked. The motion carried unanimously.

*2. Motion to approve the new proposed 2018-2019 budget as presented to be submitted to the Board of Supervisions and the City Council of Jackson.

Mrs. Cochran moved, second by Rev. Hollins, to approve the new proposed 2018-2019 budget to be presented to the Board of Supervisors and the City Council of Jackson. The motion carried unanimously.



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*3. Motion to recommend the permanent closure of the Charles Tisdale Library at 807 Northside Drive to the funding entities of the City of Jackson and the Hinds County Board of Supervisors, the building to be turned over to the City of Jackson.

Discussion of the matter followed with note that:

- (1) The Facilities Committee will be meeting soon to consider possibilities for a new site for Tisdale Library, and
- (2) The City will not consider relocating Tisdale Library to an existing property, pending completion of the City's "Master Plan," currently being developed, comprising all the properties the City owns.

Considering the above, ***Mrs. Cochran moved, second by Mrs. Bailey, to request assistance from the City Council to remove the books and equipment to an available storage area to prevent degradation of the collection and possible theft of valuable Library property in the otherwise abandoned building. The motion carried unanimously.***

Additionally, as to the Tisdale Library situation, Dr. Strickland recommended that action should be taken by the Board of Trustees as a whole.

Mr. Rickey Jones moved that a letter (to be drafted by Mrs. Sylvester and signed by all Trustees) be prepared for the Executive Director to present to the City Council; Rev. McDaniels amended the motion to include that ever Library Board Trustee see the City Council personally. Dr. Harrison seconded the motion as amended. The motion carried unanimously.

*4. Motion to approve the overnight travel for Shannon Presley, IT Supervisor, to the ALA National Conference in New Orleans.

Mrs. Cochran moved, second by Mrs. Garner, to approve overnight travel for Shannon Presley, IT Supervisor, to the ALA National Conference in New Orleans. The motion carried unanimously.

Administration *Mr. Justin Carter, Director for Finance, presented the Financial Report for April
Reports: 2018, the Check Register from April 18, 2018, to May 16, 2018, and the Gifts and
Finance Report Donations Report for May 2018.

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



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Human Resources Report: *Mrs. Brenette Nichols, Director for Human Resources presented the Human Resources Report for May 2018.

Mrs. Berry moved, second by Mrs. Garner, to approve the Human Resources Report for May 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 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 announced that Mr. C.R. Jones has been appointed Parliamentarian for the meetings of the Board of Trustees.

Committee Reports: Facilities Committee: Chairman Rickey Jones reported that the Facilities Committee would be meeting on May 30, and would prepare a letter relating the deteriorating condition of the Eudora Welty Library and recommending potential suitable locations in downtown Jackson or Fondren to house the materials from both the Tisdale and Welty Libraries.

Policy Committee: Chairman Imelda Brown was absent from the meeting, and no report was submitted. The matters before the Policy Committee that have been tabled from prior meetings (i.e., terms of employment separation for managers/department heads/supervisors, and audio and video recordings in the workplace) will be addressed at the next meeting.

Date, Time, and Location for next Regular Meeting: ***Mrs. Berry moved, second by Mr. Rickey Jones, that the next Regular Meeting of the Board of Trustees be on Wednesday, July 25, 2018, at 4 p.m., at the Willie Morris Library. The motion passed unanimously.***

Adjournment: ***5:52 p.m.: A motion was made, seconded, and passed unanimously to adjourn the meeting.***

Respectfully submitted,

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Mrs. Brenda Bethany, Secretary
JHLS Administrative Board of Trustees