

JACKSON/HINDS LIBRARY SYSTEM
MINUTES JULY 23, 2014
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ADMINISTRATIVE BOARD MEETING
REGULAR MEETING

Venue: Eudora Welty Library
Time: 4:00 PM

Mr. Rickey Jones, Chairman of the Board of Trustees, called the meeting to order at 4:00 PM.

Present: Mrs. Virginia Bailey, Mrs. Sue Berry, Mrs. Imelda Brown, Dr. Alferdteen Harrison, Mr. Rickey Jones, Mrs. Harriet Kuykendall, Mrs. Ann Laster

Absent: Ms. Ann Bittick, Mrs. Jackie Garner, Ms. Barbara Hadnott, Mrs. Rosalyn Sylvester, Mrs. Maggie White

Administration Reports

Mrs. Marsha Case, Assistant Director for Technical Services, presented:

- Technical Services Report for July 23, 2014
- Ms. Case presented an itemized list of items that the ITS Department has prepared for disposal and requested Board permission for the disposal. According to Ms. Case's report, these are items "not inventoried in the system (lack of ID tags), or fall below the inventory price threshold. These items are submitted for permission to remove from the system in a discard transfer to Jackson State University as part of our normal transfer of retired inventoried items." MRS. BROWN MOVED THAT THE BOARD APPROVE, PER MS. CASE'S REPORT, THE DISPOSAL OF THE ITEMS LISTED BY THE ITS DEPARTMENT. MRS. BERRY SECONDED THE MOTION, AND THE MOTION PASSED UNANIMOUSLY.

Mr. Gene Smith, Assistant Director for Finance, presented:

- Financial Summary for May, June, and July (through July 22) 2014, the Facilities Maintenance Report April 14/May 14, the Balance Sheet, the Check Register, and the Gifts and Donations Report for May and June. Mr. Smith also presented, for information, a comparison of Building/Ground Maintenance and Contractual Services at library branches from October 20 through June 2014 and October 2012 through June 2013. Another comparison showed city and county contributions from 1987 through 2014.
- MRS. KUYKENDALL MOVED THAT THE FINANCIAL REPORT, THE CHECK REGISTER, AND THE GIFTS AND DONATIONS REPORT BE APPROVED AS PRESENTED. DR. HARRISON SECONDED THE MOTION, AND THE MOTION PASSED UNANIMOUSLY.

Mrs. Brenette Nichols, Assistant Director for Human Resources, presented the Human Resources Report for June and July. MRS. BAILEY MOVED THE APPROVAL OF THE HUMAN RESOURCES REPORT. DR. HARRISON SECONDED THE MOTION, AND THE VOTE WAS UNANIMOUS.

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Approval of Minutes

MRS. BERRY MOVED THAT THE MINUTES OF THE MAY 28, 2014, BE APPROVED. MRS. BROWN SECONDED, AND THE VOTE WAS UNANIMOUS.

Chairman's Report

The Metro Store is going well.

The need for library monies with the county would benefit all library branches.

Committee Reports (No individual committee reports)

Executive Director's Report

Mrs. Furr presented the Executive Director's Report.

Unfinished Business

Five items under "Unfinished Business" were considered.

- Motion to change the amount of computer time allotted to all JHLS library card holders from three (3) 60 minutes to two (2) 90 minute periods.
- Motion to change the amount of computer time allotted to guest passes from three (3) 60 minute periods to two (2) 30 minute periods.
- Motion to allow all computer-use only library cards to automatically expire on August 30, 2014. All computer use after that date will require either a resident or non-resident library card. (Free guest passes will continue to be available for those who choose not to apply for a library card.)
- Motion to change the cost of reserving the library meeting rooms from \$20.00 per day to \$20.00 per 4 hours (half day) and \$40.00 per 8 hours (full day).
- Motion to change the 12-month, non-resident library card cost from \$40.00 to \$25.00 per year for a single person and \$50 per family.

MRS. KUYKENDALL MOVED THAT THE FIVE MOTIONS BE APPROVED; DR. HARRISON SECONDED, AND THE MOTION PASSED UNANIMOUSLY.

New Business

Motion to require the payment of a \$.50 transaction fee whenever a credit or debit card is used to pay library fines or fees. No action taken.

Adjournment

MRS. BERRY MOVED ADJOURNMENT, SECONDED BY MRS. BROWN, AND VOTE WAS UNANIMOUS.

Submitted by Ann Laster, Board Secretary