



Minutes of the Regular Meeting of the Administrative Board of Trustees on July 22, 2025
Approved at the regular meeting of the Administrative Board of Trustees on August 26, 2025

VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual	
CALL TO ORDER:	Peyton Smith called the meeting to order at 4:05 p.m. and announced that there was a quorum.
MEDITATION:	David Burks delivered a prayer to open the meeting.
ROLL CALL:	<p>Trustees present at the Margaret Walker Alexander Library: Chairman Peyton Smith, Mary Garner, David Burks, Dionne Nicole Burks, Paul Forster, Sylvia Walker, Bob Owens, Dorothea Jones</p> <p>Trustees absent: Othor Cain, Dr. Earline Strickland, Addie Green, Graftie McDaniels</p> <p>Also Present at Margaret Walker Alexander Library: Jeanne Williams (Executive Director), Laura Jane Glascoff (Director of Human Resources), Justin Carter (Director of Finance), Miao Jin (Director of Technical Services), Freda Busby (Executive Administrative Assistant), Josh Sheriff (Webmaster), and Raymond Fraser (Board Attorney)</p>
PUBLIC COMMENTS:	<p>Happiness was expressed at the periodicals going to Willie Morris and that branch closures were now being posted on the website.</p> <p>The computers are still not working well.</p>
APPROVAL OF MINUTES:	<p><i>Motion: Mary Garner moved, seconded by Silvia Walker, to approve the minutes for May 27, 2025.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
APPROVAL OF AGENDA:	<p>Peyton Smith stated that the agenda was for informational purposes only and would remain open.</p> <p>The Marketing Committee added an update to the agenda.</p>
ADMINISTRATIVE REPORTS:	Justin Carter presented the finance report as published in the board packet.
Finance Report:	<p><i>Motion: David Burks moved, seconded by Dionne Nicole Burks, to approve the finance report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
Human Resources Report:	Laura Jane Glascoff presented the Human Resources Report as published in the board packet.



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	<p><i>Motion:</i> Paul Forster moved, seconded by Mary Garner, to approve the Human Resources report.</p> <p><i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p>
EXECUTIVE DIRECTOR REPORT:	Jeanne Williams presented the Executive Director's Report.
CHAIRMAN'S REPORT:	<p>Chairman Peyton Smith presented the Chairman's Report.</p> <p>They funding agreement with the Community Foundation for Mississippi has been completed.</p>
DISCUSSION: OLD BUSINESS:	<p>A facilities update was given:</p> <ul style="list-style-type: none">• Lighting upgrades are coming to various branches.• The Utica basement is being worked on with plans to seal it.• The water encroachment at Raymond was mitigated with a pump and moisture absorption socks.• The air at Medgar Evers Library is still a temporary solution and does not cool the meeting room.• Willie Morris Library's HVAC system has been repaired and appears stable.• The parking lot at Margaret Walker Alexander Library was discussed and will need to be addressed with the landlord and city. <p>New computers are being installed throughout the system.</p> <p>The Personnel Policy/Handbook is almost complete.</p>
NEW BUSINESS:	<p>Board Training is being explored for the new Trustee and anyone interested in refresher training.</p> <p>Quotes are being accepted for the Medgar Evers Library meeting room AV project.</p>



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	<p>Jeanne Williams and Justin Carter are working on the FY2026 Budget Draft.</p> <p>The new website was launched on time.</p> <p>The Medgar Evers Library is having a ribbon cutting for their new mural.</p> <p>The Marketing Committee gave a report and a discussion followed. They touched on unveiling and publicizing the new branding and the bookmobile and the website to the public. They also discussed signage for the system and making a newsletter as well as programs to bring more foot traffic into the library.</p>
DATE, TIME, AND LOCATION FOR NEXT MEETING:	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, August 26, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
ADJOURNMENT :	<p><i>Motion: Paul Forster moved, seconded by Sylvia Walker, to adjourn the meeting.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The meeting adjourned at 5:15 p.m.</p>