Minutes of the Regular Meeting of the Administrative Board of Trustees on August 26, 2025

Approved at the Regular Meeting of the Administrative Board of Trustees on September 23, 2025

VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual	
CALL TO ORDER:	Peyton Smith called the meeting to order at 4:02 p.m. and announced that there was a quorum.
MEDITATION:	David Burks delivered a prayer to open the meeting.
ROLL CALL:	Trustees present at the Margaret Walker Alexander Library: Chairman Peyton Smith , David Burks, Paul Forster, Sylvia Walker,, Dorothene Jones, Dr. Earline Strickland, Graftie McDaniels Trustees absent: Othor Cain, Addie Green, Willie Jones, Bob Owens, Dionne Nicole Burks Also Present at Margaret Walker Alexander Library: Jeanne Williams (Executive Director), Morgan Hedglin (Deputy 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)
BOARD COMMENTS:	Condolences were given to the Burks family. Gratitude was expressed to Mary Garner for all her years of service on the board.
PUBLIC COMMENTS:	Sheila O'Flaherty discussed her feelings on library hours and the computers.
APPROVAL OF MINUTES:	***Motion****: Sylvia Walker moved, seconded by Graftie McDaniels, to approve the minutes for July 22, 2025.* ***Approval****: There being neither objections nor abstentions, the motion carried.*
APPROVAL OF AGENDA:	Peyton Smith stated that the agenda was for informational purposes only and would remain open.
ADMINISTRATIVE REPORTS: **Finance Report:**	 **Justin Carter presented the finance report ending July 31, 2025.** ***Motion****: David Burks moved, seconded by Dr. Earline Strickland, to approve the finance report.* ***Approval****: There being neither objections nor abstentions, the motion carried.*
Human Resources Report:	Laura Jane Glascoff presented the Human Resources Report as published in the board packet.

JACKSON HINDS LIBRARY SYSTEM

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DEPUTY DIRECTOR'S REPORT:	***Motion**: Graftie McDaniels moved, seconded by Dortothene Jones, to approve the Human Resources report.* ***Approval:** There being neither objections nor abstentions, the motion carried.* Morgan Hedglin presented the Deputy Director's Report.
EXECUTIVE DIRECTOR REPORT:	**Jeanne Williams presented the Executive Director's Report.** Quotes for the AV system at Medgar Evers are being explored. There are RFPs out for the management of our home network system. Carpets at various branches need to be replaced.
CHAIRMAN'S REPORT:	The board chairman did not have items to report.
DISCUSSION: **OLD BUSINESS:**	The computer upgrades are happening. Willie Morris Library, Medgar Evers Library and Margaret Walker Alexander Library should be getting computers in the next two to three weeks. The personnel policy is almost complete. Board Training is coming up. Mississippi Library Commission is coming up with a board training plan soon. The HVAC issues at Medgar Evers Library are ongoing. Repairs have been happening at Evelyn T. Majure Library in Utica. Leaks have been mitigated, the soffit and gutters replaced, and the basement sealed. Willie Morris had missing wood on the soffit area that has been replaced. The lighting at Quisenberry Library has been partially updated.

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	Landscaping at various libraries is being looked at and a vendor has been engaged to submit a plan for Medgar Evers Library. The Marketing Committee gave a brief update on moving forward with a consultant to do updated photos of library properties and small, targeted marketing campaigns.
NEW BUSINESS:	**Justin Carter presented the 2024-2025 Audit.** The auditor recommended reclassifying variant liabilities to expenses at the end of each month. He stated that he is hesitant to do so without proof that those liabilities are not due to a benefits vendor. Documentation from human resources is needed to support expensing those funds but getting that has been a problem because payroll and payroll withholding is handled independently. He described long-term and ongoing issues with liabilities withholding and invoices not matching. There have also been issues with terminated employees not being removed from billing. Laura Jane Glascoff explained that the insurance vendors are very private and that changes in billing and withholding may not be communicated prior to seeing the change in the billing. ***Motion**: David Burks moved, seconded by Dr. Earline Strickland, to approve the 2024-2025 Audit.* ***Approved**: There being neither objections nor abstentions, the motion carried.* **Jeanne Williams and Justin Carter presented the new 2025-2026 spending plan.** The plan was updated to reflect new priorities and consolidation of some redundant categories to make the plan less confusing. The next step will include separating that spending out in the financial software so that it can be tracked separately from the regular operational expenditures. ***Motion**: Dr. Earline Strickland moved, seconded by Graftie McDaniels, to approve the 2025-2026 spending plan.* ***Approval**: There being neither objections nor abstentions, the motion carried.* **Laura Jane Glascoff presented the 2025-2026 annual calendar.** She highlighted the differences between paid holidays and library closings with respect to work schedules and payroll. She also alerted the Board to the meeting dates that would be close to major holidays.

	Motion: *Sylvia Walker moved, seconded by Dr. Earline Strickland, to approve the proposed annual calendar for 2025-2026 pending revisions including that we take Juneteenth off, instead of President's Day.* ***Approval***: *There being neither objection nor abstentions, the motion carried.* ***Motion***: *David Burks moved, seconded by Dr. Earline Strickland, to ratify board actions between April 2022 to the present (August 2025).* ***Approval***: *There being neither objections nor abstentions, the motion carried.*
EXECUTIVE SESSION:	***Motion***: *Paul Forster moved, seconded by Graftie McDaniels, to exit general session for closed session, to determine the need for executive session.* ***Approval***: *There being neither objections nor abstentions, the motion carried.* ***Motion***: *Sylvia Walker moved, seconded by Graftie McDaniels, to enter into executive session.* ***Approval***: *There being neither objections nor abstentions, the motion carried.* The board entered into executive session at 5:50 p.m. ***Motion***: *David Burks moved, seconded by Dr. Earline Strickland, to exit executive session.* ***Approval***: *There being neither objections nor abstentions, the motion carried.* The board exited executive session at 6:03 p.m. No action was taken by the board during executive session. **The Board identified the need to authorize a budget for the retention of professional services to assist in the cost analysis and evaluation of potential options for a new Eudora Welty Library location.** ***Motion***: *Paul Forster moved, seconded by David Burks, to authorize the use of $15,000 for the retention of professional services for the evaluation of potential options for a new downtown library location.* ***Approval***: *There being neither objections nor abstentions, the motion carried.*

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DATE, TIME, AND LOCATION FOR NEXT MEETING:	The next meeting for the Board of Trustees is scheduled for Tuesday, September 23, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.
ADJOURNMENT:	***Motion****: Graftie McDaniels moved, seconded by Dr. Earline Strickland, to adjourn the meeting.* ***Approval****: There being neither objections nor abstentions, the motion carried.* The meeting adjourned at 6:06 p.m.