



Minutes of the Regular Meeting of the Administrative Board of Trustees on September 23, 2025
Approved at the Regular Meeting of the Administrative Board of Trustees on October 28, 2025

VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual	
CALL TO ORDER:	Peyton Smith called the meeting to order at 4:06 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 , David Burks, Dorothea Jones, Addie Green, Bob Owens, Dionne Nicole Burks</p> <p>Trustees present via virtual/audio conference: Other Cain, Graftie McDaniels, Paul Forster, Sylvia Walker</p> <p>Trustees absent: Willie Jones, Dr. Earline Strickland,</p> <p>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)</p>
PUBLIC COMMENTS:	Sheila O’Flaherty mentioned that there were no new computers at Margaret Walker Alexander Library yet.
APPROVAL OF MINUTES:	<p>Motion: <i>David Burks moved, seconded by Addie Green, to approve the minutes for August 26, 2025.</i></p> <p>Approval: <i>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>Dionne Nicole Burks asked to add a PR Agency update to the agenda.</p>
ADMINISTRATIVE REPORTS:	
Finance Report:	<p>Justin Carter presented the finance report as published in the board packet.</p> <p>The income and expense report looks different now. Everything is grouped into categories that will make it easier to understand. This will also make it easier to budget in the future. It will also allow presenting percentages if needed.</p> <p>The spending plan will be presented in a separate document.</p> <p>Accounting software has been updated to QuickBooks Online.</p> <p>Motion: <i>David Burks moved, seconded by Addie Green, to approve the finance report.</i></p>



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**Human Resources
Report:**

Approval: There being neither objections nor abstentions, the motion carried.

Laura Jane Glascoff presented the Human Resources Report as published in the board packet.

There was a discussion of the Marketing and Communications Manager position. Originally, Ms. Glascoff was told not to advertise the position by the Board due to questions about salary level and need. Currently there is a marketing agency helping JHLS using funds budgeted for this work.

Motion: Addie Green moved, seconded by Graftie McDaniels, to approve the Human Resources report.

Approval: There being neither objections nor abstentions, the motion carried.

**DEPUTY
DIRECTOR'S
REPORT:**

Morgan Hedglin presented the Deputy Director's Report.

Numbers have gone down slightly since Summer Reading. However, both Willie Morris Library and Quisenberry Library numbers have gone up due to back to school programming.

The bookmobile planning is in process and excitement is mounting. For those who wish to nominate locations for bookmobile stops, the place needs a large space to park and a bathroom for the driver. The bookmobile will supplement some of the smaller libraries as well as serving areas without library services. There are also plans to go to large events such as the Mississippi Book Festival. JHLS expects to take delivery of the bookmobile by January.

We currently have 14 staff members attending the Mississippi Library Association Conference in Hattiesburg.

The Jackson Friends are having an event on November 13 at Cathead Distillery.

**EXECUTIVE
DIRECTOR
REPORT:**

Jeanne Williams presented the Executive Director's Report.

A space plan for the future Eudora Welty Library was presented.

Payroll is being migrated into Quickbooks away from Sage HR.

Meetings regarding possible partnerships, including the Mississippi Museum of Art, Jackson Public School District, the Dreamnote Foundation, Goldstandard Technologies, and the Jackson Friends of the Library were a highlight of the month.

The AV equipment for Medgar Evers Library was ordered by the vendor and will be installed soon.



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The request for proposals for the IT service has closed.

A company will be cleaning the children's carpet at Willie Morris Library.

There are plans to pressure wash some of the libraries.

Vendors are currently assessing our monument signs to put in a bid.

Evelyn T. Majure's fencing is being repaired.

We are engaged with an urban forester to work on landscaping the various libraries, starting with Medgar Evers Library.

Morgan Hedglin and Joshua Sheriff are working on making it possible to book meeting rooms online from the website, starting with Quisenberry.

The recent claims against the library system in the last several years have made it difficult to get our Directors and Officers liability insurance, with several underwriters rejecting to insure. A small number of firms have agreed to insure but the premiums are expected to go up by 50%.

Hinds County has cut \$130,000 from JHLS allocations. The city has cut \$30,000. This will be reflected in the budget.

Dionne Burks, asked for the record, if we were still expected to do the same services despite the cuts. The answer is yes.

JHLS' Personnel Incentive Grants will be in jeopardy within 2 years if funding is not restored.

The future of the Eudora Welty Library will be discussed at the October 28th meeting.

There are no current updates on the Richard Wright Library.

**CHAIRMAN'S
REPORT:**

The board chairman did not have items to report.

DISCUSSION:

OLD BUSINESS:

New computers are at Willie Morris Library. Medgar Evers Library and Margaret Walker Alexander Library will be installed next when the Mississippi Library Commission can schedule installation.



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NEW BUSINESS:	<p>Due to fears of the loss of federal funding, the Mississippi Library Commission is facing staffing challenges, which has slowed installations and planning for formal library board training.</p> <p>The new employee handbook is nearing completion for review by the Personnel Committee.</p> <p>The Medgar Evers Library HVAC system is still on hold due to contract issues with the vendor and parking lot at the MW Alexander Library continues to deteriorate.</p> <p>The Quisenberry Library has an outdoor wall where the stone façade is peeling away from the structure. Lighting is being replaced by the city where possible.</p> <p>Dionne Nicole Burks updated the Board on the Tell Agency and the marketing project they will be assisting with. They have made a story board about outlining the voice and vision of the campaign. They will be taking videos and pictures. She also pointed out that the Tell Agency can provide ongoing social media support.</p> <p>Jeanne Williams presented the fiscal year 2025-2026 budget. The current insurance numbers are unknown so those will have to be adjusted later in the fiscal year. Some items have been reduced, such as dues and membership fees, including the Urban Libraries Council. The collection budget remained intact. Computer equipment was lowered to cover necessary staff machines. Some of the leased Ricoh copiers are being replaced with smaller JHLS-owned copiers to reduce cost. The 3% cost of living adjustment for staff was also maintained.</p> <p><i>Motion:</i> Graftie McDaniels moved, seconded by Dionne Nicole Burks, to approved the fiscal year 2025-2026 budget.</p> <p><i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p>
DATE, TIME, AND LOCATION FOR NEXT MEETING:	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, October 28, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
ADJOURNMENT :	<p><i>Motion:</i> Addie Green moved, seconded by Dorothea Jones, to adjourn the meeting.</p> <p><i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p> <p>The meeting adjourned at 5:47 p.m.</p>