



Minutes of the Regular Meeting of the Administrative Board of Trustees on October 28, 2025
Approved at the Regular Meeting of the Administrative Board of Trustees on January 27, 2026

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:	Graftie McDaniels delivered a prayer to open the meeting.
ROLL CALL:	<p>Trustees present at the Margaret Walker Alexander Library: Chairman Peyton Smith , Bob Owens, Dorothea Jones, Graftie McDaniels, Willie Jones, Addie Green</p> <p>Trustees present via Virtual/Audio: Othor Cain, Dionne Nicole Burks, Paul Forster, David Burks</p> <p>Trustees absent: Dr. Earline Strickland, Sylvia Walker</p> <p>Also Present at Margaret Walker Alexander Library: Jeanne Williams (Executive Director), Morgan Hedglin (Deputy Director), 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>Michelle Hudson asked about the Foundation Center that is now located at Willie Morris Library. She also asked about the art that used to reside at Eudora Welty Library.</p> <p>Sheila O’Flaherty commented on the new computers and asked about new keyboards. She also expressed disappointment in the lack of displays about Banned Book Week at the various libraries.</p>
APPROVAL OF MINUTES:	<p><i>Motion: Graftie McDaniels moved, seconded by Bob Owens, to approve the minutes for September 23, 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>A personnel matter was added to the upcoming executive session as well as an announcement about the upcoming Jackson Friends of the Library fundraiser.</p>
ADMINISTRATIVE REPORTS:	<p>Finance Report: Justin Carter presented the finance report as published in the board packet.</p> <p>Justin noted that the appearance of some of the reports were different, but the information was the same. He pointed out that the income was inflated by a \$1.5M city pass-through and expenses were inflated when that moved out to the Community Foundation.. The library ended the year with ~\$300,000 in unrestricted net assets.</p>



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Human Resources Report:

Motion: Othor Cain moved, seconded by Dortothene Jones, to approve the finance report.

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

Jeanne Williams presented the Human Resources Report.

Ms. Williams noted - The HR report format will also change due to a software migration. Recruitment is underway for a Youth Services Professional, two Circulation Clerks, and a Shelver.

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.

Quisenberry Library and the Ella Bess Austin Library both had Fall festivals that had a good turnout.

The bookmobile should be finished by December 10, 2025.

Staff Development Day is November 3, 2025 at Quisenberry Library.

Twenty staff members attended the MLA conference.

Peyton Smith asked about if we would have a ribbon cutting when it's ready. Ms. Hedglin said there would be one.

Jeanne Williams noted that the Bookmobile probably wouldn't be ready for the public until early spring due to having to get it stocked and outfitted for Internet, etc.

Dionne Nicole Burks pointed out that the Tell Agency (our PR agency) would come out to take pictures of the bookmobile once it's ready.

EXECUTIVE DIRECTOR REPORT:

Jeanne Williams presented the Executive Director's Report.

The major focus over the last month has been migrating the payroll and timekeeping system from the human resources management system to the QuickBooks Online financial software. Some highlights from the month included a meeting with Ward 6 Jackson Councilwoman Brown-Thomas to discuss library services in south Jackson. She will be working with the



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city to get an assessment of the former Richard Wright Library facility and was happy to hear that bookmobile services would be active in her district.

Projects in motion include: lighting upgrades are being pursued for Quisenberry and Willie Morris; phone system upgrade systemwide; mobile printing systemwide; upgrading to Canva Enterprise to streamline marketing and content creation; furniture and equipment upgrades systemwide, including deployment of furniture in storage to branches; receiving quotes for carpet refurbishment or replacement.

The artwork from Eudora Welty Library is safe in a secure climate-controlled area.

Addie Green asked about the Tisdale Library. Mr. Smith said the transfer from JPS to the Redeemer group would be happening on November 10th. After that, a lease will be worked on.

Graftie McDaniels asked if there were any more libraries that needed work done. Ms. Williams shared that significant repairs had been made at Utica and that CBRE is gathering quotes for repairs at branches throughout the system. Several other libraries need new furniture, and quotes are being gathered for those.

Mr. Smith asked if we had asked about the Department of Archives and History matching funds to help work on the Raymond Library. Ms. Williams shared that because the building is partly historic, but the part where the library is located is not historic, there are complications in getting work on that facility.

There was discussion over the confusion of a \$1M grant to the library from Hinds County. Other than the annual allocation, which was cut by \$125,000, there was no extra funding provided to the library. Ms. Williams shared that the county was provided a budget showing how the funds would be spent for city and county branches as well as an additional document showing the programs that the funding supports. That programmatic document will be shared with the Board. Ms. Williams said that it would behoove the JHLS to provide work sessions with both the city and county to help them understand what the funding they provide supports.

**CHAIRMAN'S
REPORT:**

Chairman Peyton Smith presented the Chairman's report.

Mr. Smith, Mr. Burks and Ms. Williams met with the chief administrative officer of the city to discuss planning for reopening libraries, including the Richard Wright Library. The city needs to do an assessment of the former Richard Wright Library to establish what it will cost to reopen. No decisions will be made regarding that library until the assessment is done. The message needs to be communicated that the city is in charge of that facility and that there is likely no short-term or temporary option that would make financial sense.

Committee assignments have been updated.



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OLD BUSINESS:	<p>Computers have all been installed.</p> <p>There has been no update from MLC about board training.</p> <p>The employee handbook should be ready by the next board meeting.</p>
NEW BUSINESS:	<p>The Jackson Friends of the Library are having a fundraiser on November 13th at the Cathead Distillery and announcing a partnership with the Dreamnote Foundation.</p>
EXECUTIVE SESSION:	<p><i>Motion: Addie Green moved, seconded by Graftie McDaniels, to exit general session for closed session, to determine the need for executive session.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p><i>Motion: Addie Green moved, seconded by Othor Cain, to enter into executive session.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The board entered into executive session at 5:01 p.m.</p> <p><i>Motion: Othor Cain moved, seconded by Addie Green, to exit executive session.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The board exited executive session at 6:10 p.m.</p> <p>During executive session, the board took action by authorizing the Executive Director and the Board Chair to enter into a letter of intent with a perspective landlord for the new Eudora Welty Library, pursuant to the terms discussed, and with final approval by Attorney Raymond Fraser and the executive committee.</p>
DATE, TIME, AND LOCATION FOR NEXT MEETING:	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, November 25, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
ADJOURNMENT:	<p><i>Motion: Othor Cain moved, seconded by Dr. Earline Addie Green, 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 6:12 p.m.</p>