



*Minutes of the Regular Meeting of the Administrative Board of Trustees on November 25, 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 4:00 p.m. and announced that there was not a quorum.
MEDITATION:	David Burks delivered a meditation to open the meeting.
ROLL CALL:	Trustees present at the Margaret Walker Alexander Library: Chairman Peyton Smith , Bob Owens, Dorothea Jones, Graftie McDaniels, Addie Green, David Burks Trustees absent: Dr. Earline Strickland, Sylvia Walker, Willie Jones, Othor Cain, Paul Forster, Dionne Nicole Burks 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)
PUBLIC COMMENTS:	Brian Anderson asked if the library could expand access to the Foundation Directory and provide training to the public. Michael Horsley requested that wireless printing be made an option at libraries.
APPROVAL OF MINUTES:	There was no quorum - October 28, 2026 minutes could not be approved.
APPROVAL OF AGENDA:	Peyton Smith stated that the agenda was for informational purposes only and would remain open.
ADMINISTRATIVE REPORTS:	There was not a quorum, so the HR and Finance reports were presented but no action was taken.
Finance Report:	Justin Carter presented the Finance Report.
Human Resources Report:	Jeanne Williams presented the HR Report. Positions at Quisenbery, Willie Morris and Raymond are being filled.
DEPUTY DIRECTOR'S REPORT:	Morgan Hedglin presented the Deputy Director's Report. Beanstack is doing a winter reading challenge for both patrons and staff.
EXECUTIVE DIRECTOR REPORT:	The administrative team has been focused up updating the personnel files, liabilities and benefits structures.



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	<p>Lighting is being worked on at Willie Morris Library and Quisenberry Library.</p> <p>Quotes are being gathered for carpets for some branches.</p> <p>Administration will be leaving Quisenberry Library and working at the Medical Mall.</p>
CHAIRMAN'S REPORT:	<p>Chairman Peyton Smith presented the chairman's report for informational purposes.</p> <p>The Friends of the Jackson Libraries was well-attended and successful.</p> <p>The former Chastain school has been officially purchased and the buyer is working out a lease for library space with the city.</p> <p>The Medgar Evers Library's HVAC replacement is still in process as the city works to resolve contractual issues with the contractor.</p>
DISCUSSION:	
OLD BUSINESS:	<p>The personnel handbook was delivered to the Personnel Committee for review and recommendations.</p>
NEW BUSINESS:	<p>Because there was no quorum, no action was taken in New Business.</p>
DATE, TIME, AND LOCATION FOR NEXT MEETING:	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, January 27, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
ADJOURNMENT :	<p>The meeting adjourned at 5:06 p.m.</p>