



*Minutes of the Regular Meeting of the Administrative Board of Trustees on January 27, 2026  
Approved at the Regular Meeting of the Administrative Board of Trustees on February 24, 2026*

| <b>VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual</b> |   |
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| <b>CALL TO ORDER:</b>  | Peyton Smith called the meeting to order at 4:00 p.m. and announced that there was a quorum.  |
| <b>MEDITATION:</b>   | David Burks delivered a prayer to open the meeting.   |
| <b>ROLL CALL:</b>  | <p>Trustees present at the Margaret Walker Alexander Library: Chairman Peyton Smith, Dorothea Jones, Graftie McDaniels, Willie Jones, Addie Green, David Burks, Dionne Nicole Burks, Paul Forster</p> <p>Trustees present via Virtual/Audio: Othor Cain, Dr. Earline Strickland, Sylvia Walker, Bob Owens</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> |
| <b>PUBLIC COMMENTS:</b>  | Sheila O’Flaherty commented on the closings of several libraries at various times.  |
| <b>APPROVAL OF MINUTES:</b>  | <p><b>Motion:</b> <i>Graftie McDaniels moved, seconded by Dorothea Jones, to approve the minutes for October 28, 2025.</i></p> <p><b>Approval:</b> <i>There being neither objections nor abstentions, the motion carried.</i></p> <p><b>Motion:</b> <i>David Burks moved, seconded by Graftie McDaniels, to approve the minutes for November 25, 2025.</i></p> <p><b>Approval:</b> <i>There being neither objections nor abstentions, the motion carried.</i></p>   |
| <b>APPROVAL OF AGENDA:</b>   | Peyton Smith stated that the agenda was for informational purposes only and would remain open.  |
| <b>ADMINISTRATIVE REPORTS:</b>   |   |
| <b>FINANCE</b>   | <p>Justin Carter presented the finance report as published in the board packet.</p> <p>Justin gave out an updated version of the finance reports, including the Budget vs. Actual report.</p> <p>There was a brief discussion of ERate.</p> <p><b>Motion:</b> <i>David Burks moved, seconded by Dionne Nicole Burks, to approve the finance report.</i></p>   |



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**HUMAN  
RESOURCES**

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

Dr. Earline Strickland asked if there could be a budget committee meeting.

Jeanne Williams presented the Human Resources Report.

Administrative team members are in the process of migrating the human resource management system to an updated platform.

Recruitment is ongoing for a circulation position at the Medgar Evers Library.

The administrative team is conducting a comprehensive review of pay equity across all positions and levels within the system. Initial observations indicate that compensation inconsistencies exist in several areas, including instances where long-tenured employees earn less than newly hired staff in comparable roles, as well as situations where advanced degrees appear to influence pay even when such credentials are not required for the position's duties or minimum qualifications.

*Motion: Paul Forster moved, seconded by Dorothea Jones, to approve the Human Resources report.*

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

**DEPUTY  
DIRECTOR**

Morgan Hedglin presented the Deputy Director's Report.

Several branches had holiday open house programs in December. Medgar Evers partnered with Toys for Tots and had many toys donated.

The bookmobile is almost finished. Laptops will be available for people to use. There will be a grand opening when it is ready.

Dr. Strickland asked that there be a Bookmobile Committee meeting.

The winter reading contest was a big hit both with the patrons and the staff.

The theme for Summer Reading this year is Unearth a Story (dinosaurs, archaeology, ancient civilizations, etc.).

**COMMITTEE  
REPORTS**

Dionne Nicole Burks gave an update from the Marketing Committee. There will be a meeting of the Marketing Committee in February.



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**EXECUTIVE  
DIRECTOR  
REPORT**

Jeanne Williams presented the Executive Director's Report.

Some of the administration departments are being restructured.

The system in is the middle of its Fiscal Year 2025 audit.

There was a brief discussion of the friends groups in relation to the audit, general operations, and cooperation with the system.

Administration's move to the Jackson Medical Mall is complete. Technical Services remains at Quisenberry Library.

New phones have been installed in all the branches. The system is much more efficient and provides information to the public about library hours and closures.

The PERS retirement system is going to implement a new tier system soon. Part of an employee's withholdings will go to PERS and the other part will go into a managed investment account.

The ILS Committee is participating in demonstrations of a new integrated library system platforms, which houses patron and materials data. Plans to migrate that system by the end of this year.

Shelving at Quisenberry Library will be moved in order to have a major carpet cleaning.

New carpet is needed for the Medgar Evers Library and its meeting room.

The Margaret Walker Alexander's lease is being managed by the City Attorney's Office. They are aware that major issues like the parking lot need to be addressed.

Willie Morris Library's boiler needs major repairs.

The temporary HVAC system at Medgar Evers Library has been removed.

The Annie T. Jeffers Library has several serious roof leaks.

The Raymond Library will be pressure washed soon.

The Foundation Database renewal will include expanding access to all branches.

**CHAIRMAN'S  
REPORT**

The board chairman did not have items to report.



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| <p><b>OLD BUSINESS</b></p><br><br><br><br><br><p><b>NEW BUSINESS</b></p> | <p>Personnel Handbook - Personnel Committee met to discuss the Personnel Policy handbook. A second meeting is planned in February to discuss the recommended additions of breaks, benefits, and appraisals/promotions/demotions.</p> <p>Board Training - Some online resources have been sent out to Board Members for board training while other training is being planned for the next Retreat.</p> <p>Reserve Account Approvals - Regarding the investment account with BankPlus, Laura Jane Glascoff's name needs to be removed from the account and Jeanne Williams needs to be added. The bank recommended that the board adopt a resolution where the authorizations are by title instead of personal names for security and consistency during staff transitions. JHLS Administration would still be expected to provide the bank with updates on official letterhead of staff names in the authorized positions. The Board will take up the decision at the next meeting.</p> |
| <p><b>EXECUTIVE SESSION</b></p>  | <p><i><b>Motion:</b> 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><b>Approval:</b> There being neither objections nor abstentions, the motion carried.</i></p> <p><i><b>Motion:</b> David Burks moved, seconded by Addie Green, to enter into executive session to discuss personnel matters.</i></p> <p><i><b>Approval:</b> There being neither objections nor abstentions, the motion carried.</i></p> <p>The board entered into executive session at 5:51 p.m.</p> <p><i><b>Motion:</b> Addie Green moved, seconded by Dionne Nicole Burks, to exit executive session.</i></p> <p><i><b>Approval:</b> There being neither objections nor abstentions, the motion carried.</i></p> <p>The board exited executive session at 6:19 p.m.</p>  |
| <p><b>DATE, TIME, AND LOCATION FOR NEXT MEETING</b></p>                  | <p>The next meeting for the Board of Trustees is scheduled for Tuesday, February 24, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>   |
| <p><b>ADJOURNMENT</b></p>  | <p><i><b>Motion:</b> Paul Forster moved, seconded by Graftie McDaniels, to adjourn the meeting.</i></p> <p><i><b>Approval:</b> There being neither objections nor abstentions, the motion carried.</i></p> <p>The meeting adjourned at 6:24 p.m.</p>   |