



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

VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual	
CALL TO ORDER:	David Burks called the meeting to order at 4:00 p.m. and announced that there was not yet a quorum. At 4:20pm, Ms. Addie Green arrived and the Board met the quorum threshold.
MEDITATION:	David Burks delivered a meditation to open the meeting.
ROLL CALL:	<p>Trustees present at the Margaret Walker Alexander Library: David Burks, Dorothea Jones, Graftie McDaniels, Sylvia Walker, Bob Owens, Paul Forster, Addie Green</p> <p>Trustees Absent: Chairman Peyton Smith, Willie Jones, Dionne Nicole Burks, Dr. Earline Strickland, Othor Cain</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:	There were no public Comments.
APPROVAL OF MINUTES:	<p><i>Motion: Graftie McDaniels moved, seconded by Dorothea Jones, to approve the minutes for January 27, 2026.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
APPROVAL OF AGENDA:	<p>David Burks stated that the agenda was for informational purposes only and would remain open.</p> <p>Graftie McDaniels asked to add the conflict of interest form to the agenda.</p>
ADMINISTRATIVE REPORTS:	
Finance Report:	<p>Justin Carter presented the finance report as published in the board packet.</p> <p>The 2025 audit is underway by Tann, Brown, and Russ.</p> <p><i>Motion: Addie Green moved, seconded by Sylvia Walker, to approve the finance report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
Human Resources Report:	No action was taken.



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**DEPUTY
DIRECTOR'S
REPORT:**

Morgan Hedglin presented the Deputy Director's Report.

The Bookmobile is here.

The Jackson Friends of the Library's book sale will be on February 28, 2026 at the Medgar Evers Library from 8:00 am – 4:00 pm.

On February 21, 2026 Anne Sanders, Karen Walker, and Willette Jacobs works a cultural day at the Two Museums and registered over 50 users.

The mural at the Willie Morris Library has been started. There will be community art workshops so that members of the public (mostly school age children) can paint pet art in the spirit of Morris' *My Dog Skip* novel.

We are hoping to have the bookmobile at the Mississippi Comic Con and the Mississippi Book Festival.

**EXECUTIVE
DIRECTOR
REPORT:**

Jeanne Williams presented the Executive Director's Report.

Finances and benefits continue to be streamlined in Quickbooks.

Some members of administration and branch staff are participating in demonstrations of new computer systems that would manage patron databases and checkouts. An important factor in this search is for a better patron experience on the catalog side.

Jeanne Williams has been exploring a new e-book platform called Cloud Library. It would be in addition to Hoopla and Overdrive. The benefit is that several large libraries in the state are have a consortium that JHLS could join, giving access to thousands of titles owned by the consortium.

The migration to the new human resources management system is underway and training on the new system will start in March.

Jeanne Williams discovered that the 1094C and 1095C Affordable Care Act forms had not been filed for 2023 and 2024. 2025 forms will be filed the day after the board meeting. Work will then begin on reconstructing past healthcare enrollees in order to file 2023 and 2024 forms.



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Quotes are being sought to upgrade the visitor counter systems in all branches. Accurate statistics are crucial for decision-making for funding allocations and staffing.

The Executive Director is working with the City of Jackson to provide the documentation to the City of Jackson Planning Department for the HUD application for the new Eudora Welty Library.

As required by the Federal Communications Commission, JHLS must update its Internet Safety and Acceptable Use policy in order to continue to receive Erate funding. That policy update is part of this agenda and a public hearing will have to be held prior to adoption at the next Board meeting.

**CHAIRMAN'S
REPORT:**

None submitted.

DISCUSSION:

OLD BUSINESS:

Jeanne Williams presented the Facilities Report.

The City of Jackson is still working with Johnson Controls on the contract for the Medgar Evers Library HVAC.

Willie Morris's boiler needs to be replaced. The city is asking for updated quotes for that work.

Due diligence processes continue for a possible Eudora Welty Library where one path with a potential partner is being pursued by alternative options are also being considered should the first option be deemed not to be feasible.

Plans for the Chastain location of the Charles Tisdale Library are underway. The City Attorney's Office is working through a lease agreement.

Employee Handbook

The Personnel Policy committee met at Ella Bess Austin Library on February 18th. Several additions were recommended involving the onboarding of new employees, probationary period, and performance and evaluations.

For new hires, the onboarding and documentation protocol should facilitate a standard integration toward new hires and to ensure that they are fully equipped for their role. To this end, a comprehensive onboarding checklist must be developed. This checklist will meticulously outline all the information and resources that a new hire needs to understand and execute their job description as well as other duties assigned by their directors or supervisors.



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There should be a 60 day probationary period for all new hires commencing from date of hire. Executive Director Jeanne Williams pointed out that, since public library workers are allowed to appeal any termination according to Mississippi code, in a legal sense new hires are not probationary. However, that initial 60 day period will involve intensive training and evaluation to ensure new hires understand the work and expectations.

For Staff Evaluations, two options were recommended. Either a Unified Annual Evaluation cycle where a specific month is designated for all evaluations to happen, or an Anniversary Based Evaluation where staff member would be evaluated on the yearly anniversary of their original hiring date. Jeanne Williams suggested that a hybrid version might best serve, where the first evaluation would happen at the six month anniversary and then move to the annual evaluation cycle for all employees. Discussion participants agreed that this hybrid option could work well and be less burdensome administratively.

Under Additional Voluntary Benefits Programs, The committee wants to change/add the word Health to the title. It was decided that the term wellness should be used instead of health.

Bob Owens asked what the time limit to appeal a termination would be. Currently it's decided by the board on a case-by-case basis. Addie Green moved to give the terminated employee 10 business days to appeal and then explained that it was just in case a terminated employee is sick or in the hospital and unable to make the appeal right away. Bob Owens suggested just 10 days, not 10 business days would be sufficient. David Burks suggested it be only 5 days. Bob Owens pointed out that the appeal doesn't have to occur within five days, just the notice of appeal.

Motion: Addie Green moved, seconded by Sylvia Walker, to give a terminated employee 5 days to give a notice of appeal.

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

The appeal procedure is outlined in the Mississippi Code and the procedure is explained in the employee handbook as well as in the letter of termination.

Bob Owens asked how leave was determined. It is set by the Public Employees Retirement System (PERS). There was a brief explanation on how the hours are assigned/broken down into Sick Leave and Vacation days and how remaining balances can be certified to PERS upon termination/resignation/retirement.

Motion: Addie Green moved, seconded by Sylvia Walker, to accept the changes to the handbook.



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

No action was taken regarding the Reserve Account Resolution.

No action was taken regarding Board Training.

NEW BUSINESS:

Internet Safety Policy Update

The Internet Safety Policy is required to be updated every ten years by the FCC to retain federal ERate funding. It provides schools and libraries rebates or grants toward the cost of Internet connectivity. The Board Packet includes a draft of the new policy, a comparison between the old and new policy, and the old policy. There must be a public hearing on the policy before the board can adopt the policy. The policy language written as written is required by the FCC to be in compliance with the Children’s Internet Protection Act. The public hearing will be publicly noticed for compliance purposes and the hearing will take place as part of the next Board Meeting.

The HUD Grant Support Resolution and letter of support will be sent to the City Planning Department upon adoption. The letter says that the federal HUD grant has the support of the Board of Trustees as it will aid the Jackson Hinds Library System in renovating a property for the Eudora Welty Library.

Motion: Paul Forster moved, seconded by Addie Green, to accept the resolution.

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

Bolton Library Update

The Annie T. Jeffers Library in Bolton has mold growing in the building envelope. A mold remediation would be a major capital improvement and would have to be managed by Hinds County. Currently the air quality is safe, but there will be testing every other month or quarterly to measure it levels.

**DATE, TIME,
AND LOCATION
FOR NEXT
MEETING:**

The next meeting for the Board of Trustees is scheduled for Tuesday, March 24, 2026 at 4:00 p.m. at the Margaret Walker Alexander Library.

**ADJOURNMENT
:**

Motion: Addie Green moved, seconded by Paul Forster, to adjourn the meeting.



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

The meeting adjourned at 5:57 p.m.