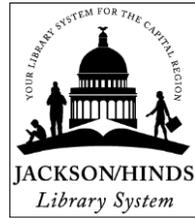


*Minutes of the Administrative Board of Trustees Meeting on February 28, 2023
Approved at the Regular Meeting of the Administrative Board of Trustees on March 28, 2023*

VENUE: In person at Margaret Walker Alexander Library/Audio Conference/ Virtual	
CALL TO ORDER:	Chairman Rickey Jones called the meeting to order at 4:14 pm
MEDITATION:	Dr. Earline Strickland delivered a prayer to open the meeting.
ROLL CALL:	<p><u>Trustee's Present at the Margaret Walker Alexander Library:</u> Rickey Jones,(Board Chair), Peyton Smith, Dr. Earline Strickland, David Burke, Jr. Mary Garner, Paul Forster , Chester Ray Jones and Raymond Frasier (Board Attorney)</p> <p><u>Trustees Absent:</u> Machel Kyles, Rev. Danny Ray Hollins, Terry Jones</p> <p><u>Also Present at Margaret Walker Alexander Library:</u> Floyd Council (Executive Director), Justin Carter (Director of Finance), Laura Jane Glascoff (Director of Human Resources), Miao Jin (Director of Technical Services), Freda Busby (Administrative Assistant for Public Services), Michael Bennett (IT Assistant), Josh Sheriff (Webmaster), and Jordon Jones (Manager at Willie Morris Library)</p>
APPROVAL OF MINUTES:	<p>Chester Ray Jones and Peyton Smith noted some changes to be made to the minutes.</p> <p><i>Motion: Peyton Smith moved, seconded by Paul Forster, to approve the minutes pursuant to changes made.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
APPROVAL OF AGENDA:	<p>Trustees proposed changes to the proposed agenda. The employee handbook and reserves were added to old business. The status report of all libraries, evaluation of the Executive Director position and the Jackson Friends of the Library were added to new business.</p> <p><i>Motion: Mary Garner moved, seconded by Chester Ray Jones, to approve the changes to the agenda.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
ADMINISTRATION REPORTS:	
Finance Report:	<p>Justin Carter presented the Finance Report as presented in the board packet.</p> <p>The Board engaged in discussion about holding 3 months in financial reserves and a discussion about the need for future spending plan.</p> <p><i>Motion: Peyton Smith moved, seconded by Paul Forster, to make a policy to keep 3 months in reserves.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p><i>Motion: Paul Forster moved, seconded by David Burke Jr., to accept the finance report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>



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Human Resources Report:

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

Motion: David Burks Jr. moved, seconded by Peyton Smith, to approve the Human Resources Report as presented in the board packet.

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

Technical Services Report:

Accepted as published by Miao Jin, Director of Technical Services

COMMITTEE REPORTS:

The Personnel Committee proposed and discussed the approval to outsource the update of the employee handbook.

Personnel Committee:

Motion: Peyton Smith moved, seconded by Mary Garner, to authorize the library staff to spend up to \$1000.00 to employ a firm of their choosing to review and update the employee handbook.

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

Facilities Committee:

The Facilities Report focused on the conditions of all the libraries in the system.

The Willie Morris Library has launched curbside service while the inside of the library is closed to the public. Trustees asked about what the minimum work would be to get Willie Morris to open to the public. Attorney Raymond Frasier recommended a professional liability assessment.

Motion: Dr. Earline Strickland moved, seconded by Peyton Smith, to work with the Executive Director in order to revise the Facilities Report into a document that could be presented to the city council and the county board of supervisors.

DISCUSSION:

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

A discussion of the status of the Eudora Welty Library followed, including what it would take to move out of the library. It was decided that a special meeting would be called to discuss the Eudora Welty Library at a later date.

Motion: Paul Forster moved, seconded by Peyton Smith, to authorize the Executive Director begin the process of planning to move out of Eudora Welty Library.

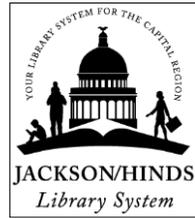
Approval: There being neither objections nor abstentions, the motions carried.

EXECUTIVE DIRECTOR'S REPORT:

Floyd Council presented the Executive Director's Report as presented in the board packet. Mr. Council talked about the ALA Conference that he and Chairman Rickey Jones attended, including the books that had won awards. Council shared information about his upcoming travel to Washington, D.C. for the ALA Congressional Fly-In.

Motion: Peyton Smith moved, seconded by Mary Garner, to accept the Executive Director's Report and newsletter.

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



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<p>CHAIRMAN'S REPORT:</p>	<p>Chairman Rickey Jones talked about ALA and how useful it was for Trustee Growth. Discussion was held about the updated financial training held by MLC prior to the board meeting. Potential dates for a Board Retreat were proposed for March 25, 2023 or April 1, 2025.</p>
<p>DISCUSSION:</p>	<p>Chester Ray Jones had a few discussion questions about security at the various libraries, reference services, and if reference was being provided at all library locations. Additional questions were engaged about what the libraries were currently doing to get input from the public concerning library services.</p> <p>Floyd Council said that there were various ways to get input from the public including the open board meeting where the public were invited to come and speak if they wanted to. Also strategic planning helps collect feedback and data from the public. He also said that as far as reference services are concerned, any employees should be able to answer reference questions. Also, there is virtual reference and MLC is available for reference questions as well. Finally, as far as security is concerned, the system staffs security based on budget and operational needs. JHLS currently has a very low security incident rate.</p> <p>Trustees engaged substantive discussion regarding employee pay raises and a cola.</p> <p><i>Motion: Peyton Smith moved, seconded by Paul Forster, to give employees a 2.5% COLA effective immediately.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The Board Retreat was briefly discussed.</p>
<p>EXECUTIVE SESSION:</p>	<p><i>Motion: Mary Garner moved, seconded by Dr. Earline Strickland, to go into executive session.</i></p> <p><i>Approval: There being neither objection nor abstentions, the motion carried.</i></p>
<p>OPEN SESSION:</p>	<p>Open Session was resumed. Trustees announced a return to open session and that no action had been taken.</p> <p>The Friends of Jackson are applying to the Mississippi Arts Commission for a project grant for public art to bring into library branches. The goal is to do this annually and go through all the branches.</p> <p><i>Motion: Paul Forster, seconded by Mary Garner, to approve Chairman Rickey Jones to sign a letter of support for their grant application.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
<p>DATE, TIME AND LOCATION FOR NEXT MEETING:</p>	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, March 28th at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
<p>ADJOURNMENT:</p>	<p><i>Motion: Chester Ray Jones moved, seconded by Peyton Smith to adjourn the meeting.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>The meeting adjourned.</p>