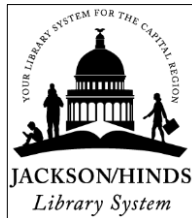


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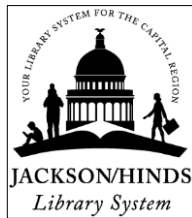
VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual	
CALL TO ORDER:	Chairman Peyton Smith called the meeting to order at 4:06 p.m. and announced that there was a quorum.
MEDITATION:	Mary Garner delivered a prayer to open the meeting.
ROLL CALL:	<p>Trustees present at the Margaret Walker Alexander Library: Peyton Smith (Board Chairman), Mary Garner, Paul Forster, Addie Green, Bob Owens and Graftie McDaniels</p> <p>Trustees present via virtual/audio: Dr. Earline Strickland, Othor Cain</p> <p>Trustees absent: David Burks, Dionne Nicole Burks, Sylvia Walker</p> <p>Also Present at Margaret Walker Alexander Library: Morgan Hedglin (Interim Director), Laura Jane Glascoff (Director of Human Resources), Justin Carter (Director of Finance), Miao Jin (Director of Technical Services), Freda Busby (Executive Administrative Assistant), Michael Bennett (IT Assistant), Josh Sheriff (Webmaster)</p> <p>Also Present via virtual/audio: Raymond Fraser (Board Attorney)</p>
PUBLIC COMMENTS:	Sheila O’Flaherty pointed out that the software on the computers in the libraries needs updating. She expressed the wish that newspapers could be sent straight to the branches, because it takes so long for them to arrive since they must go to Technical Services at Quisenberry Library first. She also questioned whether the executive session was needed for what it was listed for on the agenda.
APPROVAL OF MINUTES:	<p><i>Motion:</i> Addie Green moved, seconded by Mary Garner, to approve the minutes for November 26, 2024.</p> <p><i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p>
APPROVAL OF AGENDA:	Peyton Smith stated that the agenda was for informational purposes only and would remain open.
ADMINISTRATIVE REPORTS:	Justin Carter presented the finance report as published in the board packet.
Finance Report:	<p>Paul Forster asked that a list of completed projects be added to the end of the spending plan, instead of simply removing them from it.</p> <p><i>Motion:</i> Paul Forster moved, seconded by Mary Garner, to approve the finance report.</p> <p><i>Approval:</i> There being neither objections nor abstentions, the motion carried.</p>
Human Resources Report:	<p>Laura Jane Glascoff presented the Human Resources Report as published in the board packet.</p> <p>A bookmobile driver has been hired.</p>



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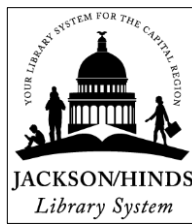
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Public Services Report:	<p><i>Motion: Graftie McDaniels moved, seconded by Paul Forster, to approve the Human Resources report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p> <p>Morgan Hedglin presented the Public Services Report as published in the board packet.</p> <p>People counters have been installed at Margaret Walker Alexander Library, Willie Morris Library, and Quisenberry Library.</p> <p>There was a meeting with Leadership Greater Jackson, who wants to work with us on Summer Reading.</p> <p>The LSTA grant will be used for Hoopla.</p> <p>Peyton Smith asked that we track our new resources so we can let people know how the library system is progressing.</p> <p><i>Motion: Addie Green moved, seconded by Graftie McDaniels, to accept the Public Services Report.</i></p> <p><i>Approval: There being neither objections nor abstentions, the motion carried.</i></p>
CHAIRMAN'S REPORT:	<p>Chairman Peyton Smith presented the chairman's report. Greater Jackson Leadership wants to work with us and/or our Friends Groups on fundraising. The city has set aside money for a facilities endowment for the Jackson branches of the library system. We are waiting on an MOU from the city attorney.</p>
COMMITTEE REPORTS:	
Bookmobile Committee:	<p>Farber is producing a rendering/drawing for us.</p>
Bolton Library Committee:	<p>The Annie Thompson Jeffers Library in Bolton is very close to being ready to reopen.</p> <p><i>Motion: Peyton Smith moved, seconded by Addie Green, that the Annie Thompson Jeffers Library would reopen subject to the Bolton Library Committee's majority vote approval.</i></p> <p><i>Approved: There being neither objections, nor abstentions, the motion carried.</i></p>
Marketing Committee:	<p>The rebrand and website are being updated. The website is expected to go live on July 15, 2025. The Marketing Committee is also working with Leadership Greater Jackson to help put together a marketing plan for the library system.</p>



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Executive Search Committee:	The search for a new Executive Director is ongoing.
DISCUSSION:	
OLD BUSINESS:	<p>The board briefly discussed facilities issues.</p> <p>The Personnel Policy updates are being worked on.</p> <p>The Strategic Plan is done. It will be publicized.</p>
NEW BUSINESS:	<p>The board discussed raising the salary of the Executive Director.</p> <p><i>Motion:</i> Othor Cain moved, seconded by Graftie McDaniels, to increase the budget for the Executive Director's salary to \$115,000-\$120,000.</p> <p><i>Approval:</i> There being neither objections, nor abstentions, the motion carried.</p> <p>The board also talked about the Executive Director job description.</p> <p><i>Motion:</i> Bob Owens moved, seconded by Addie Green, to approve the Executive Director job description.</p> <p><i>Approval:</i> There being neither objections, nor abstentions, the motion carried.</p> <p>Dr. Earline Strickland asked how long a person should be in the Executive Director position before they can take on outside work such as taking a class. It was suggested that the Policy Committee should discuss the situation.</p> <p>The RFP for the facilities contractor was talked about.</p> <p><i>Motion:</i> Paul Forster moved, seconded by Bob Owens, to authorize administration to accept the bid of CBRE and move forward with contracting subject to final approval by the facilities committee and circulated to the full board..</p> <p><i>Approval:</i> There being neither objections, nor abstentions, the motion carried.</p> <p>There was a discussion of the Richard Wright Library.</p> <p>Peyton Smith brought up the Development Director position.</p> <p><i>Motion:</i> Peyton Smith moved, seconded by Paul Forster, to remove the Development Director from the budget and stop advertising for the position.</p>



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

Administration asked the board about guards for some of the branches that are now open later. They asked that the board make a policy regarding security. The board replied that they will trust library administration's expertise and data reports to make a decision

Motion: *Addie Green moved, seconded by Graftie McDaniels, that extra security could be hired based on staff expertise and data.*

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

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

The next meeting for the Board of Trustees is scheduled for
Tuesday, February 25, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.

**ADJOURNMENT
:**

Motion: *Addie Green moved, seconded by Mary Garner, to adjourn the meeting.*

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

The meeting adjourned at 5:51 p.m.