



*Minutes of the Regular Meeting of the Administrative Board of Trustees on May 27, 2025*

*Approved at the Regular Meeting of the Administrative Board of Trustees on July 22, 2025*

<b>VENUE: Margaret Walker Alexander Library/ Audio Conference/ Virtual</b>	
<b>CALL TO ORDER:</b>	Peyton Smith called the meeting to order at 4:03 p.m. and announced that there was not 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, Mary Garner, Addie Green, Graftie McDaniels, David Burks, and Dionne Nicole Burks, Paul Forster, Sylvia Walker, Bob Owens</p> <p>Trustees absent: Othor Cain, Dr. Earline Strickland</p> <p>Also Present at Margaret Walker Alexander Library: Laura Jane Glascoff (Director of Human Resources), 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>APPROVAL OF MINUTES:</b>	<p><i><b>Motion:</b> Sylvia Walker moved, seconded by Dionne Nicole Burks, to approve the minutes for March 25, 2025.</i></p> <p><i><b>Approval:</b> There being neither objections nor abstentions, the motion carried.</i></p> <p><i><b>Motion:</b> Paul Forster moved, seconded by David Burks, to approve the minutes for April 23, 2025.</i></p> <p><i><b>Approval:</b> 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>	Justin Carter presented the finance report as published in the board packet.
<b>Finance Report:</b>	<p><i><b>Motion:</b> Graftie McDaniels moved, seconded by Addie Green, to approve the finance report.</i></p> <p><i><b>Approval:</b> There being neither objections nor abstentions, the motion carried.</i></p>
<b>Human Resources Report:</b>	<p>Laura Jane Glascoff presented the Human Resources Report as published in the board packet.</p> <p>The IT Tech Assistant position is being reevaluated.</p>



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	<p><b><i>Motion:</i></b> Paul Forster moved, seconded by Sylvia Walker, to approve the Human Resources report.</p> <p><b><i>Approval:</i></b> There being neither objections nor abstentions, the motion carried.</p>
<p><b>DISCUSSION:</b></p> <p><b>OLD BUSINESS:</b></p>	<p>New computers are being installed in various branches.</p> <p>The desk for Medgar Evers Library is due to be delivered around June 20, 2025.</p> <p>The air at Medgar Evers Library is still out.</p> <p>Willie Morris Library's HVAC system is still not working right.</p> <p>The parking lot at Margaret Walker Alexander Library was discussed.</p> <p>The Personnel Policy/Handbook is almost complete.</p> <p>The new website should be available to the public on July 15, 2025.</p>
<p><b>NEW BUSINESS:</b></p>	<p>The Juneteenth celebration at the Medgar Evers Library is coming up.</p> <p>The future and location of the Richard Wright Library was touched on.</p> <p>The facilities endowment is being worked on.</p> <p><b><i>Motion:</i></b> Bob Owens moved, seconded by Sylvia Walker, to Authorize the Executive Committee of the Board to finalize and approve the Designated Fund Agreement with the Community Foundation for Mississippi.</p> <p><b><i>Approval:</i></b> There being neither objections, nor abstentions, the motion carried.</p> <p>There was a brief discussion of the moving of the Charles Tisdale Library.</p> <p>The Board Retreat is tentatively set for early August.</p> <p>There is going to be a new mural at Medgar Evers Library.</p> <p>There needs to be a better audio/video setup at Medgar Evers Library for movies, etc.</p>



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	<p><b><i>Motion:</i></b> Addie Green moved, seconded by Graftie McDaniels to approve a budget up to \$14,000 for a new audio/video setup at Medgar Evers Library.</p> <p><b><i>Approval:</i></b> There being neither objections nor abstentions, the motion carried.</p>
<b>DATE, TIME, AND LOCATION FOR NEXT MEETING:</b>	<p>The next meeting for the Board of Trustees is scheduled for Tuesday, July 22, 2025 at 4:00 p.m. at the Margaret Walker Alexander Library.</p>
<b>ADJOURNMENT :</b>	<p><b><i>Motion:</i></b> Paul Forster moved, seconded by Graftie McDaniels, to adjourn the meeting.</p> <p><b><i>Approval:</i></b> There being neither objections nor abstentions, the motion carried.</p> <p>The meeting adjourned at 5:43 p.m.</p>