ADMINISTRATIVE BOARD MEETING **REGULAR MEETING**

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Venue: Eudora Welty Library, 4:00 p.m.

Mrs. Rosalynn Sylvester, Chairman, called the meeting to order at 4:03 p.m. Present: Mrs. Virginia Bailey, Mrs. Sue Berry, Dr. Alferdteen Harrison, Mr. Chester Ray Jones, Mr. Wayne McDaniels, Dr. Earline Strickland, Mrs. Rosalyn Sylvester Absent: Mrs. Imelda Brown, Mrs. Barbara Hadnott, Mr. Rickey Jones

Hinds County The Executive Director welcomed Ms. Carmen Davis, Hinds County Administrator; Ms. Lillie Woods, Hinds County Director of Budget and Finance; and Ms. Lure Berry, Hinds Representatives: County Budget Analyst (who will replace Ms. Woods on November 3, 2016) to address the Board of Trustees. Ms. Woods distributed and discussed a spread sheet regarding the JHLS budget for FY2016.

> Ms. Davis and Ms. Woods explained the uses of the unallocated fund balance as it relates to the fiscal year for county library millage.

Minutes: Dr. Strickland moved, second by Dr. Harrison, to approve the Minutes of the Board of August 24, 2016 (as Trustees meeting, Wednesday, August 24, 2016 (as amended) and the Minutes of the amended) and Board of Trustees meeting, Wednesday, September 28, 2016. The motion passed September 28, 2016 unanimously.

Administration Mr. Justin Carter, Assistant Director for Finance, presented the Financial Report for Reports: September 2016, the Check Register (September 21, 2016 to October 19, 2016), and the Gifts and Donations Report for September 2016.

> Mr. McDaniels moved, second by Mrs. Bailey, to approve the Financial Report, the Check Register, and the Gifts and Donations Report as presented. The motion passed unanimously.

Stemming from discussion of the Financial Report and the annual audit of JHLS financial records, Dr. Strickland moved, second by Dr. Harrison, that representatives of the Board of Trustees be included in the exit interview with the auditing firm finishing its 3-year term with JHLS, and be similarly involved in the entry and closing meetings with subsequent auditors every year. The motion passed unanimously.

Mrs. Brenette Nichols, Assistant Director For Human Resources, presented the Human Resources Report for September 2016.

Dr. Strickland moved, second by Dr. Harrison, to approve the Human Resources Report as presented. The motion passed unanimously.

JACKSON/HINDS LIBRARY SYSTEM MINUTES OF OCTOBER 26, 2016 (Page two) Approved at the Board of Trustees Meeting Nov		ADMINISTRATIVE BOARD MEETING REGULAR MEETING rember 16, 2016
	Mrs. Miao Jin, Assistant Director for Technical S Services report for October 2016.	ervices, presented the Technical
Committee Reports:	There were no Committee Reports.	
Chairman's Report:	Mrs. Sylvester did not present a Chairman's Rep	port.
Executive Director's Report:	Mrs. Furr presented the Executive Director's Re	port.
Unfinished Business:	There was no unfinished business to address.	
New Business:	Dr. Harrison moved, second by Mrs. Berry and Mr. McDaniels, to adopt a fine-free check-in and amnesty program, as presented by the Executive Director, for adult cardholders in November. The motion passed unanimously.	
	Dr. Strickland moved, second by Dr. Harrison, to adopt a photography/video filing policy, as presented by the Executive Director, for the library system. The motion passed unanimously.	
	Mr. McDaniels moved, second by Mr. Chester F 6 p.m. on Wednesday, November 23 rd , Thanksg unanimously.	•
	Dr. Strickland moved, second by Mr. McDaniels holiday for Confederate Memorial Day. The m	-
	Dr. Harrison moved, second by Mrs. Berry, to c Memorial Day for the Annual April Staff Trainin unanimously.	-
	Mr. McDaniels moved, second by Dr. Harrison, Laster from the Administrative Board of Truste	
Adjournment:	5:53 p.m. – Mr. McDaniels moved, second by N passed unanimously.	Ars. Berry, to adjourn. The motion