**MINUTES**

**Mississippi Library Commission**

**Board of Commissioners Regular Meeting**

**January 24, 2017**

**1st Floor Main Meeting Room**

**3881 Eastwood Drive, Jackson, Mississippi**

**Board of Commissioners (BOC) Present:** Janet Armour, Jolee Hussey, Ann Marsh, Pamela Pridgen, and Suzanne Poynor.

**Mississippi Library Commission (MLC) Staff Present:** Lynn Burris, Tracy Carr, Susan Cassagne, David Collins, Ethel Dunn, Lacy Ellinwood, Joy Garretson, Kathy Gill, Susan Liles, Jennifer Peacock, Stephon Swilley.

**Guests:** James Meredith; Arthur Meredith; Phillip Carter, Lamar County Library System Director; Molly King, Lamar County Library System; Ed Hughes, First Regional Library System Director; Jenniffer Stephenson, Greenwood-Leflore County Library System Director; and Sara DeLoach, Special Assistant Attorney General.

**Call to Order**

Chair Marsh called meeting to order at 11:00 a.m. and welcomed guests.

**Agenda**

*Recommendation: Adopt agenda as presented.*

**Motion: Pamela Pridgen**

**Action: Approved**

**Minutes**

*Recommendation: Adopt minutes of the regular meeting on November 15, 2016.*

**Motion: Janet Armour**

**Action: Approved**

**Among Us**

Katie Gill, Digital Documents Coordinator, Collection Management, and Stephon Swilley, System Administrator I, Technology Services, each gave an overview of their job duties and background.

**Financial Report**

Lynn Burris, Business Services Director, provided an overview of the agency’s current budget expenditures and answered questions from the board.

Commissioner Janet Armour asked that several items on the budget comparison sheet be explained, including expenditures for memberships, procurement cards, trade subscriptions, and journals.

* What do memberships include? Employee and Commissioner memberships in professional associations. COSLA dues have increased to $5,000 per year.
* What is procurement card commodity? MLC codes all commodity items procured on the procurement card as procurement card commodity as required by the Department of Finance and Administration. Examples include books, janitorial supplies and office supplies purchased with the Procurement Card.
* What are the Trade Subscriptions: This includes the $1M for MAGNOLIA and other expenses for OCLC and Learning Express. Tracy then described other expenditures classified as Trade Subscriptions.
* Can journals be a part of the magnolia database?

MLC’s collection has been checked for duplication in MAGNOLIA.

* Do you know how many titles MLC is subscribing to?

MLC subscribes to under 100 periodicals, most of which are library-related.

Lynn gave the specific cost of each item and explained the costs. Education Enhancement Funds are currently about $18,000 short and could potentially be $50,000 short by the end of the fiscal year.

Jennifer Peacock, Administrative Services Bureau Director gave a detailed presentation of MLC’s FY18 proposed budget and answered questions from the Board. Pamela Pridgen asked about tort fees, and EAS fees, Janet Armour asked about full time employees, and Jolee Hussey asked about MAGNOLIA, federal programs, and competitive grants. Chair Ann Marsh thanked Jennifer for the very detailed budget presentation. Everyone has a better understanding of the budget and the challenges MLC face.

Pamela Pridgen suggested that libraries be asked again about what cuts they think are appropriate to the federal programs. Jennifer suggested that libraries understand what cutting databases would mean.

Jolee Hussey distributed suggested ways that MLC might absorb the cuts including:

* Do not fill vacant positions for the remainder of the year. Freeze them and use funds to help with cuts in state money.
* Use some of the federal money (LSTA) to help pay for MAGNOLIA
* Adjust the MLC library budget so that some of the things paid for with state money be paid with federal money.
* Apply for a maintenance of effort waiver.
* Restrict travel to state travel only. Approve no other outside travel for the remainder of the year except for National Library Legislative Day in Washington and then only for Executive Director and one member of the Board of Commissioners.
* Pay no membership dues

Susan Cassagne explained the recent news article in the Clarion Ledger newspaper regarding pay raises for state employees. The five people mentioned in the article from MLC that received increases actually were four staff moved to new positions with slight increases and one person received an educational benchmark. Jolee and Janet asked that this information be shared with the directors at the symposium and keep the lines of communication open.

**Commissioners Report**

Chair Marsh thanked MLC staff for all their hard work during this difficult time.

**Executive Director’s Report**

Susan Cassagne gave an overview of her schedule for the months of November-December, 2016.

Susan, Jennifer, Tracy, Lynn, and Ethel have had several meetings with legislators to discuss MLC’s budget. Pamela Pridgen suggested that libraries contact their local governments, asking them to speak with their state legislators.

**Special Reports**

Susan Liles, Public Relations Director provided an overview of activities regarding public relations. The board was interested in the advocacy efforts by MLC to promote services and all public libraries in the state. Tracy Carr, Library Services Director and Lynn Burris, Business Services Director, Administrative Services each provided highlights of activities in their area.

**Public Comments**

Mr. James Meredith addressed the board regarding public library access to all citizens of Mississippi.

**Action Item**

***Recommendation: Approve an educational waiver for Kathy Pinson for a period of one year from this date for the Humphreys County Library, while an active search is made for a permanent, qualified director.***

**Motion: Jolee Hussey**

**Action: Approved**

**Miscellaneous**

* MLC Library Day at the Capitol – March 14, 11:00a.m. – 2:00 p.m. – All Libraries Invited
* National Library Legislative Day – May 1-2, 2017, Washington, D.C. – it was decided that the BOC Chair and Executive Director only attend, Jolee Hussey will attend at her own expense.
* Hancock County Library System Update – Library Systems & Services, a private, for-profit company has made a presentation to the Hancock County Board of Supervisors. MLC is working with the library system to provide assistance and information.

**Updates**

* Susan Cassagne provided the results of the recent survey monkey evaluation given to the Personnel Incentive Grant Program Review Committee. These results will be presented to the directors at the Symposium scheduled for February 23-24, 2017. Their input will be requested.
* Tallahatchie County Library System – Susan Cassagne is working with the director and local funding authorities to keep the lines of communication open to resolve problems in an effort to continue library services to county residents.

**Calendar**

Calendar of Events provided.

**Adjournment**

The meeting was adjourned at 12:50 p.m.

Next regular meeting of the Mississippi Library Commission Board of Commissioners is scheduled for March 28, 2017, 11:00 a.m. in the agency’s 1st floor main meeting room.

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Jolee Hussey, Board Secretary Date