**MINUTES**

**Mississippi Library Commission**

**Board of Commissioners Regular Meeting**

**May 23, 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, Susan Liles, and Jennifer Peacock.

**Guests:** Jenniffer Stephenson, Greenwood-Leflore County Library System Director; Amanda Knecht, Marshall 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 March 28, 2017, as presented.*

**Motion: Suzanne Poynor**

**Action: Approved**

**Financial Report**

Lynn Burris, Business Services Director, provided an overview of the agency’s current budget expenditures and answered questions from the board. Commissioner Armour requested information regarding what percent of MLC’s budget (actuals) that was expended on Grantor payments for FY2015 and FY2016.

**Commissioners Report**

Commissioner Hussey reported on National Library Legislative Day in Washington, DC, held May 1-2, 2017, and remarked that meetings with Congressmen were productive and successful. Chair Marsh also attended Legislative Day and stated that Congressmen seemed supportive of libraries.

**Executive Director’s Report**

Executive Director Cassagne provided a calendar of events from the past two months. She discussed the legislative visits during National Library Legislative Days in Washington. Positive stories and happenings in public libraries were shared with the group.

**Special Reports**

Susan Liles, Public Relations Director, gave an update of activities. She is currently working on a film about the Lego Club at the McComb Library, as well as other library events highlighting good news about Mississippi libraries. Tracy Carr, Library Services Director, and Jennifer Peacock, Administrative Services Director, each provided highlights of activities in their areas.

**Public Comments**

None.

**Action Items**

***Recommendation: Amend the Accreditation Program Service Measures wording adopted at the March 28, 2017, BOC meeting to read as follows; and further to be effective beginning July 1, 2017, the state of the 2018 fiscal year:***

*Accreditation Program Measures:*

***STAFFING***

***18. S1a.*** *A library system must have a permanent, paid, fill-time director who has, or will have within three (3) years of hire, a master’s degree in Library Science from a school accredited by the American Library Association.*

***18. S1b.*** *A library system, whose service area population is 15,000 or less, may employ a permanent, paid, full-time director who has a bachelor’s degree, and who agrees to complete three specific master’s level classes (at least one per year for three years) from a school accredited by the American Library Association; attend specific continuing education workshops annually as offered by MLC; and submit Annual Reports, completed by the Chair of the Administrative Board of Trustees.*

**Motion: Suzanne Poynor**

**Action: Approved**

***Recommendation: Approve an extension of annual audit deadline for receipt of the audit to the Kemper-Newton Regional Library System until June 30, 2017*.**

**Motion: Jolee Hussey**

**Action: Approved**

***Recommendation: Authorize the Executive Director to grant waiver requests for participation in the Personnel Incentive Grant Program for FY17 that may be submitted prior the end of the fiscal year, providing all other requirements are met.***

**Motion Jolee Hussey**

**Action: Approved**

***Recommendation: Adopt the Fiscal Year 2018 budget for the Mississippi Library Commission based on the 2018 appropriation passed by the Mississippi Legislature and sent to the Governor, as follows, with modifications throughout the year as allowed by law and regulations:***

 ***FY2018 Budget (lump sum appropriation)***

 ***$ 2,359,050 Salaries***

***$ 40,592 Travel***

***$ 1,952,538 Contractual***

***$ 190,050 Commodities***

***$ 75,400 Capital Equipment***

***$ 7,601,287 Subsidies, Loans & Grants***

***$12,218,917 Total FY18 Budget***

**Motion: Jolee Hussey**

**Action: Approved**

***Recommendation: Approve the FY2018 Personnel Incentive Grant Program distribution of the formula as follows with any differing amounts following the approved formula:***

 **Initial FY2018 PIGP Budget $3,000,000.00**

 **Per County Distribution $ 2,917.18**

 **Per Capita Distribution $ .92**

 **Final FY2018 PIGP/No Cuts $3,300,000.00**

 **Per County Distribution $ 4,746.45**

 **Per Capita Distribution $ .97**

**Motion: Suzanne Poynor**

**Action: Approved**

***Recommendation: It is recommended the Board of Commissioners (BOC) enter into executive session with the Executive Director to discuss a personnel matter.***

Commissioner Janet Armour made a motion to close the meeting to determine and consider going into executive session. It was unanimously approved. All attendees were asked to exit the room except Susan Cassagne, MLC Executive Director and Sara DeLoach, Special Assistant Attorney General. Pamela Pridgen made a motion that the Commissioners go into executive session in accordance with Miss. Code Section 25-41-7 (4) (k) to discuss a personnel matter related to the employment of persons in specific positions at the Mississippi Library Commission. Jolee Hussey seconded the motion and it was unanimously approved.

The public was invited to return to the room. Chair Ann Marsh announced that the Commissioners had voted to enter into executive session in accordance with Miss. Code Ann. Section 25-41-7 (4) (k) to discuss a personnel matter related to the employment of persons in a specific position at the Mississippi Library Commission. Everyone other than the Commissioners, Susan Cassagne and Sara Deloach were excused from the room until the Board concluded its executive session. After discussion, Jolee Hussey made a motion that the Commissioners return to regular session. Pamela Pridgen seconded the motion, and the motion was unanimously approved. The public was invited back into the room.

Chair Ann Marsh announced that Pamela Pridgen made a motion to accept the resignation submitted by Susan Cassagne, Executive Director, Mississippi Library Commission to be effective October 31, 2017. The motion was seconded by Suzanne Poynor, and the motion was unanimously approved.

**Discussion Item**

Job Posting for Executive Director – BOC discussed edits and posting locations, and advertising of the position effective immediately. It was decided that MLC Human Resources Director would collect and review all applications confirming they meet the basic qualifications for the position. BOC to conduct first round applicants review at the next meeting on July 25, 2017.

**Updates**

Tallahatchie County Library System – Susan Cassagne gave an update.

**Calendar**

Calendar of Events provided.

***Recommendation: Recess for Lunch at 12:45 pm***

**Motion: Jolee Hussey**

**Action: Approved**

Meeting was resumed at 2:00 p.m. with Board Training, conducted by Attorney Sara DeLoach, Special Assistant Attorney General.

**Adjournment**

The meeting adjourned at 2:45 p.m.

Next regular meeting of the Mississippi Library Commission Board of Commissioners is scheduled for July 25, 2017, 11:00 a.m. in the agency’s 1st floor main meeting room.

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Jolee Hussey, Board Secretary Date