**MINUTES**

**Mississippi Library Commission**

**Board of Commissioners Regular Meeting**

**July 25, 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, and Jennifer Peacock.

**Guests:** Kimberly Corbett, Jackson-Hinds Library System, 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: Jolee Hussey**

**Action: Approved**

**Minutes**

*Recommendation: Approve minutes of the regular meeting on May 23, 2017, as presented.*

**Motion: Janet Armour**

**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. The agency is currently closing FY17, beginning FY18 and preparing for FY19.

**Commissioners Report**

None.

**Executive Director’s Report**

Susan Cassagne, Executive Director provided a listing of her schedule for the past two months. She will be meeting with the Harrison County Library Administrative Board to review the process of hiring a new director. She also gave updates on the Hancock County Library System, Noxubee County Library System and the Tallahatchie County Library.

**Special Reports**

Susan Cassagne provided an update of the public relations activities. She emailed the Board a link to MLC’s You Tube page so they could view the Pike Amite Walthall Library System Lego Club Video, filmed by Susan Liles, Public Relations Director. Administrative Services Bureau Director, Jennifer Peacock, and Library Services Bureau Director, Tracy Carr reported on activities in their respective departments.

**Public Comments**

None.

**Action Items**

*Recommendation: The Board of Commissioners elected the FY18 slate of officers:*

 *Chairperson – Suzanne Poynor*

 *Vice Chairperson – Jolee Hussey*

 *Secretary – Janet Armour*

**Motion: Pamela Pridgen**

**Action: Approved**

*Recommendation: Approve the FY19 Budget Request as presented allowing for adjustments that might be needed prior to the August 1, 2017 submission deadline*.

**Motion: Janet Armour**

**Action: Approved**

*Recommendation: Approve revising the board bylaws to include: “Members of the public must act in a courteous, professional manner and must not interfere with, or disrupt the order of the meeting.”*

**Action: Tabled until the September meeting.**

**Discussion Items**

**FY18 LSTA Subgrants** – David Collins, Grants Director, explained that due to the delay in the Institute of Museum and Library Services (IMLS) notification of the full amounts of awards to states, all approved LSTA funding was made available for non-competitive grants on a first-come, first-awarded basis. Grant funds are still available. A list of funded awards was provided to the Commissioners.

**Library Services and Technology Act (LSTA) Five-Year Plan Review for Federal Years 2018-2022** – Jennifer Peacock, Administrative Services Bureau Director, explained the agency’s five-year plan was submitted to IMLS by June 30, 2017, for their review. We will be notified when it is approved.

**Update**

Susan Cassagne explained the new Department of Finance and Administration, Travel & Fleet Management requirements regarding agency travel that exceed 100 miles per day, which became effective July 1, 2017.

**Recess for Lunch 12:10 p.m.**

**Motion: Jolee Hussey**

**Action: Approved**

**The meeting resumed at 1:10 p.m.**

***Recommendation: It is recommended the Board of Commissioners enter into executive session to discuss a personnel matter.***

Commissioner Pamela Pridgen made the 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 Sara DeLoach, Special Assistant Attorney General. Jolee Hussey 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. Suzanne Poynor seconded the motion and it was unanimously approved. After discussion, Jolee Hussey made a motion that the Commissioners return to regular session. Janet Armour seconded the motion, and the motion was unanimously approved. The public was invited to return. Chair Ann Marsh announced that there was no action taken.

**Calendar**

Calendar of Events provided.

**Adjournment**

The meeting was adjourned at 4:00 p.m.

The next regular meeting of the Mississippi Library Commission Board of Commissioners is scheduled for September 26, 2017, 10:00 a.m. in the agency’s 1st floor main meeting room.

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Janet Armour, Board Secretary Date