**MINUTES**

**Mississippi Library Commission**

**Board of Commissioners Regular Meeting**

**January 23, 2018**

**1st Floor Small Meeting Room**

**3881 Eastwood Drive, Jackson, Mississippi**

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

**Mississippi Library Commission (MLC) Staff Present:** Lynn Burris, Tracy Carr, David Collins, Ethel Dunn, Lacy Ellinwood, Susan Liles, Jennifer Peacock, and Sharman Smith

**Guests:** Sara DeLoach, Special Assistant Attorney General

**Call to Order**

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

**Agenda**

***Recommendation: Adopt agenda as presented.***

Motion: Janet Armour; Second: Ann Marsh

Action: Approved

**Minutes**

***Recommendation: Approve minutes of the regular meeting on November 14, 2017.***

Motion: Pamela Pridgen; Second: Jolee Hussey

Action: Approved

***Recommendation: Approve revised minutes of the special called meeting on December 11, 2017, as presented, with correction in spelling of Suzanne Poynor’s name.***

Motion: Jolee Hussey; Second: Janet Armour

Action: Approved

**Financial Report**

Interim Executive Director Sharman Smith presented agency’s financial report. Agency expenditures on track for point in fiscal year. Reminded BOC of $300,000 in PIGP funds to be released to public library systems at end of fiscal year when no mid-year budget cuts have occurred.

**Commissioner Reports**

Chair Poynor announced she will represent the BOC at the National Library Legislative Day in Washington, DC in May 2018. Commissioner Jolee Hussey thanked Sharman Smith and MLC staff for their hard work during interim.

**Special Reports**

**Public Relations Report** – Agency’s State Annual Report submitted as required. Working with MLA in coordination of weekly public librarian legislative visits to Capitol.

**Administrative Services Bureau Report** – Federal LSTA report submitted in December.

**Library Services Bureau Report** – Continuing support of new Choctaw County Library System.

**Executive Director’s Report** – 2018 legislative session began on January 2, 2018. Bills being monitored daily for MLC to determine implications for MLC and public libraries. Particularly concerning is HB116, which would change the law to exclude library systems serving 50,000 or less from the requirement of a masters-degreed director. Worked with MLA Legislative Committee Chair and MLA President to plan a public library presence at the Capitol each week throughout session. Staff Annual Recognition Day planned for February 6. Public Library Directors’ Symposium attended by 37 of 50 public library system directors, meeting congenial and very positive. Administrative Team currently preparing information packets for the new executive director.

**Public Comments**

None.

**Action Items**

***Recommendation: Rescind the following policies that have been updated, superseded, or are no longer relevant – develop an agency policy manual***

* ***#08-01 Wireless Communications Devices (superseded by 7/27/10 policy)***
* ***3/25/01 & 9/26/06 Compensatory Leave for Exempt & Non-Exempt Employees.… (both superseded by 9/27/16 policy)***
* ***#2000-03 State Personnel Incentive Grant Program Distribution Method***
* ***#83-02 Audit Requirements for Subgrantees (Is now included in subgrant agreements at a threshold of $750,000 as required by the federal government. No BOC policy needed.)***

Motion: Jolee Hussey; Second: Ann Marsh

Action: Approved

***Recommendation: Use a formula of 12% per county and 88% per capita on a temporary basis until such time as the PIGP formula can be evaluated and perhaps revised.***

Motion: Ann Marsh; Second: Janet Armour

Action: Approved

**Discussion Items**

**New State Telecommunications Contract 5000 –** The RFP 5000 contract has been awarded and the Department of Information Technology Services is in process of negotiating contractual details for final signatures. When finalized, contract will be in place for ten to twelve years. Jennifer Peacock answered questions from the Board.

**Choctaw County Library System –** On November 20, 2017, the Choctaw County Board of Supervisors passed a resolution creating the Choctaw County Library System (CCLS). Tracy Carr updated BOC on assistance being provided and answered BOC questions.

**Discussion Items continued**

**Public Library Contract Template Project –** Tracy Carr gave overview of public library contract project and discussed plans to assist libraries when needed. MLC has retained a legal consultant to develop a contract template for public library systems to use with funding authorities. The Public Library Directors’ Symposium in November 2018 will focus on the new template and contract negotiations.

**Calendar of Events provided.**

Meeting adjourned at 1:00 p.m.

Next regular meeting of Mississippi Library Commission Board of Commissioners is scheduled for March 27, 2018, 11:00 a.m. in 1st floor small meeting room at MLC.

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Janet Armour, Board Secretary Date