**MINUTES**

**Mississippi Library Commission**

**Board of Commissioners Regular Meeting**

March 27, 2018 1st Floor Main Meeting Room

 3881 Eastwood Drive, Jackson, MS

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

**Mississippi Library Commission (MLC) Staff Present:** Hulen Bivins, Lynn Burris, Tracy Carr, David Collins, James Dunaway, Ethel Dunn, Lacy Ellinwood, Susan Liles, Jennifer Peacock

**Guests:** Sara DeLoach, Special Assistant Attorney General; Sharman B. Smith

**Call to Order**

Chair Poynor called meeting to order at 11:00 a.m. and welcomed guests including new Executive Director, Hulen Bivins.

**Agenda**

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

Motion: Janet Armour; Second: Jolee Hussey

Action: Approved

**Minutes**

***Recommendation: Approve minutes of the regular meeting on January 23, 2018.***

Motion: Jolee Hussey; Second: Pamela Pridgen

Action: Approved

**Public Comments**

None

**Financial Report**

Executive Director Hulen Bivins presented agency’s financial report, focusing on remaining 2018 funds. Agency expenditures in good shape for point in fiscal year. $300,000 in PIGP funds held in case of mid-year budget cuts will be released to public library systems with final PIGP payments of fiscal year. Library systems to be sent email reminder within next week.

**Commissioner Reports**

Chair Poynor reported how organized and well attended the recent Library Legislative Day at the state Capitol was. She thanked MLC and MLA staff. Commissioner Jolee Hussey thanked Sharman Smith for her hard work, especially her legislative efforts during interim.

**Special Reports**

**Administrative Services Bureau Report –** New employee Darrion Arrington, Library Assistant, Library Services Bureau. E-Rate closeout in progress. Work continues on library migration to Office 365, with 20 libraries switch so far.

**Libraries Services Bureau Report –** Logged 299 consulting hours with library staff offering advice and support. Approximately 119 training sessions provided for patent customers, and 12,204,876 statewide searches through MAGNOLIA. Talking Book Services enrolled 63 new patrons since January, with 8 outreach programs. MLC has over 7 thousand social media followers.

**Public Relations Report** – Coordinating art show in partnership with the Mississippi Arts Commission, and show coordinator. Arranged for 16 libraries to showcase programs at this year’s Library Day at the Capitol. Completed film on Yalobusha County Library and redesigned new Talking Book brochure.

**Interim Executive Director’s Report** – Sharman Smith thanked everyone that participated in the weekly visits to the Capitol during the legislative session. There is no question, it made a difference. MLC worked closely with MLA Legislative Committee Chair to ensure a “library presence” at the Capitol every week. Librarians met with their legislators and were recognized on the floor of each house. Library Day at the Capitol was well attended by many librarians, and library supporters. Meeting with Public Library Directors held on February 15-16, at MLC. On February 6, 2018, MLC conducted a Staff Day with trainings/workshops, recognitions, and tour of two new museums.

Commissioner Hussey thanked Sharman for her time in guiding the agency during the critical legislative session and the transition to new leadership at MLC. Hulen also wanted to personally thank Sharman for her help in transition and introducing him to key legislative leadership.

**Executive Director’s Report** – Hulen and BOC Chair will attend the National Library Legislative Day in Washington in May, as well as, three representatives from Mississippi Library Association. MLC and Mississippi Public Broadcasting are partnering to promote The Great American Read program, a PBS series, to run from May-September 2018. The program goal is to start a conversation on reading, literacy, and the books that have shaped Americans and American society. IMLS proposed the inclusion of a new data element for each public library to count website visits, MLC voted no on this proposal as many MS public libraries do not have technical capability to do so. A large group of library advocates attended the Library Day at the Capitol in support of MLC’s FY2019 budget. MLC has several workshops planned for the coming months.

**Executive Director’s planned “To Do” List**

* Provide workshop to help public libraries in fundraising efforts
* Explore ways to strength the Friends of Mississippi Libraries friends group
* Sponsor the Mississippi Book Festival
* Better publicize MLC grant opportunities
* Research need for MLC to provide an annual Trustee Training Workshop
* Learn the names of all Mississippi public library system directors

**Discussion Items**

**Choctaw County Library System –** Tracy Carr provided an update on the new library system at Choctaw County (CCLS). CCLS has voted to join the Mississippi Library Partnership which will allow sharing of an online library catalog with nine other library systems, easily share resources through a courier service, and reduce costs. However, a recent proposal from another library system has delayed signing the Partnership contract. MLC provided library board training and assistance in establishing bylaws and policies for the system.

**Action Items**

***Recommendation: Approve an educational waiver for Hannah Berryhill, Interim Director of the Kemper-Newton Regional Library System for a period of one year from this date while an active search is made for a permanent, qualified director.***

Motion: Jolee Hussey; Second: Ann Marsh

Action: Approved

***Recommendation: Approve an extension of the March 31, 2018, deadline for receipt of the annual audit for the Washington County Library System until May 31, 2018.***

Motion: Ann Marsh; Second: Janet Armour

Action: Approved

***Recommendation: Approve an extension of the March 31, 2018, deadline for receipt of the annual audit for the Madison County Library System until May 31, 2018.***

Motion: Ann Marsh; Second: Pamela Pridgen

Action: Approved

***Recommendation: Approve an extension of the March 31, 2018, deadline for receipt of the annual audit for the First Regional Library System until May 31, 2018.***

Motion: Janet Armour; Second: Pamela Pridgen. *Recusal: Jolee Hussey*

Action: Approved

***Recommendation: Approve an extension of the March 31, 2018, deadline for receipt of the annual audit for the Neshoba County Public Library until May 31, 2018.***

Motion: Pamela Pridgen; Second: Ann Marsh

Action: Approved

After hearing the number of requested extension waivers, Sharman Smith recommended that MLC consider revising the deadline for receipt of audits to May 31st each year. Allowing audits to be completed after the April 15th tax deadline.

***Recommendation: Approve the revised MissLIB2 Network Security, Standards, and Operational Policies.***

Motion: Janet Armour; Second: Jolee Hussey

Action: Approved

***Recommendation: Rescind BOC Bylaws dated November 16, 2010.***

Motion: Ann Marsh; Second: Pamela Pridgen

Action: Approved

**Executive Session**

***Motion: Meeting be closed so the Board of Commissioners (Board) could consider going into executive session.***

Motion: Janet Armour; Second: Jolee Hussey

Action: Approved

Chair Poynor excused everyone other than Board members, Sara DeLoach, Special Assistant Attorney

General, Sharman B. Smith, and Executive Director Hulen Bivins while the Board considered whether

an executive session was appropriate.

***Motion: Board go into executive session to discuss a personnel matter in accordance with Mississippi Code Section 25-41-7(4)(k).***

Motion: Ann Marsh; Second: Pamela Pridgen

Action: Approved

The public was invited to return. Sara DeLoach announced the Board voted to enter into executive

session in accordance with Mississippi Code 25-41-7(4)(k) to discuss a personnel matter. The public

was excused.

Discussion in executive session followed.

***Motion: Board return to regular session***

Motion: Pamela Pridgen; Second: Ann Marsh

Action: Approved

Upon returning to regular session and inviting the public to return, Chair Poynor reported the Board

discussed a personnel matter and no action was taken.

**Calendar of Events provided.**

**Adjourn**

***Motion: Board Meeting be adjourned.***

Motion: Jolee Hussey; Second: Janet Armour

Action: Approved

Meeting adjourned at 1:00 p.m.

Next regular meeting of Mississippi Library Commission Board of Commissioners is scheduled for May 22, 2018, 11:00 a.m. in 1st floor main meeting room.

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Janet Armour, Board Secretary Date