**MINUTES**

**Mississippi Library Commission**

**Board of Commissioners Regular Meeting**

May 22, 2018 1st Floor Main Meeting Room

 3881 Eastwood Drive, Jackson, MS

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

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

**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 March 27, 2018.***

Motion: Pamela Pridgen; Second: Janet Armour

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 current point in fiscal year. Personnel Incentive Grant Program funds to be distributed on time.

**Commissioner Reports**

Chair Poynor reported that the National Library Legislative Day in Washington was very successful. She thought the visits with Congressmen went very well and all gave positive feedback. Commissioner Pridgen stated that it has been an honor to serve on the Board and make an impact in the services through public libraries to the citizens of Mississippi for the past 20 years. This is her last meeting, a new commissioner will be appointed by the Governor by July 1, 2018.

**Special Reports**

**Administrative Services Bureau Report –** Grant services on target with $259,886 expended. Shellie Zeigler is new Consultant in Development Services and Jerry Roberts recently retired. Technology Services resolved 224 help desk tickets, and continue migration of additional library systems to Office 365.

**Libraries Services Bureau Report –** Logged 433 consulting hours with library staff offering advice and support. Approximately 91 training sessions provided for patent customers, 17,784,359 statewide searches through MAGNOLIA, and 2,027 requests filled for Beehive Resource Sharing System. Talking Book Services circulated 33,782 materials and enrolled 87 new patrons. Mississippi Public Broadcasting’s The Great American Read will sponsor a social media campaign and film made at the 4th annual Mississippi Book Festival in August.

**Public Relations Report** – Completed LSTA booklet for National Library Legislative Day, designing new public library map, and partnering with Mississippi Public Broadcasting featuring the “Great American Read” program. Coordinating the “Summer Reading Program Kickoff” event at MLC on June 8th.

**Contract 5000** - Jennifer Peacock gave an update on Contract 5000. Currently, in 30 days waiting period for contract to move forward. Contract has been awarded to CSpire, but challenged by AT&T.

**Executive Director’s Report** *–*

**Library Visits** - To date, Hulen has visited 10 public library systems, with 8 more planned for the month of May.

**National Library Legislative Day** - Thanks to Suzanne Poynor and others that attended the National Library Legislative Day in Washington, the visits were very positive and Congressmen supportive.

**Audit Deadline** - The change of audit deadline to May 31, 2018, has been well received by the library directors.

**Public Library Director’s Meeting** – A meeting with public libraries was held on May 17-18, where discussion focused on millage, and property taxes.

**Grants** - Competitive grants are due to be awarded. Peer review of grants in the future seem to be strongly favored over the present system used by MLC.

**Snapshot Day** – On August 3, Mississippi public libraries will participate in a “Snapshot Day” where each library will take a photo of an activity highlighted in their library.

**Summer Reading Program Kickoff Event** – MLC will host a Kickoff event promoting the beginning of summer reading on June 8. Many activities are planned to highlight the importance of reading during the summer months.

**Listserv** - New rules of conduct have been established for all MLC Listserv information exchange boards. Bullying and personal criticism will not be tolerated. Violations of the rules will result in penalties for the individual not following rules.

**Book Festival Sponsor** – MLC will be a joint sponsor and contribute $1,500 toward the 2018 Mississippi Book Festival.

**Update**

**Choctaw County Library System** – Tracy Carr provided an update on the new Choctaw County Library System. The board of trustees have hired a new director and one part-time employee. Neshoba County Library System will assist with startup and training. The grand opening is scheduled for June 1.

**Action Items**

***Recommendation: Approve an educational waiver for Charles McClure for a period of one year from this date for the East Mississippi Regional Library System while an active search is made for a permanent, qualified director.***

Motion: Ann Marsh; Second: Janet Armour

Action: Approved

***Recommendation: Approve the FY2019 Personnel Incentive Grant Program Distribution as approved at the January 2018 board meeting as follows:***

*Total FY2019 PIGP Budget $3,300,000.00*

 *Per County Distribution (12%) $ 4,829.27*

 *Per Capita Distribution (88%) $ 0.973158*

Motion: Ann Marsh; Second: Pamela Pridgen

Action: Approved

***Recommendation: Award seven competitive grant applications (190017, 190018, 190010, 190014, 190001, 190021 and 190003) based on scores.***

Motion: Janet Armour; Second: Ann Marsh

Action: Approved

***Recommendation: Approve MLC Executive Director review and reward remaining grant funds as necessary.***

Motion: Ann Marsh; Second: Janet Armour

Action: Approved

***Recommendation: Adopt the Fiscal Year 2019 budget for the Mississippi Library Commission based on the 2019 appropriation passed by the Mississippi Legislature and sent to the Governor, as follows with modifications throughout the year as allowed by law and regulations:***

 **FY2019 Budget (lump sum appropriation)**

 $2,390,000 Salaries

 $ 40,592 Travel

 $ 2,010,000 Contractual

 $ 220,050 Commodities

 $ 75,400 Capital Equipment

 $ 7,555,429 Subsidies, Loans & Grants

 **$12,291,471 Total FY19 Budget**

**Executive Session**

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

General, and Executive Director Hulen Bivins while the Board considered whether an executive session

was appropriate.

***Motion: Board enter into determination session to decide whether to go into executive session in accordance with Mississippi Code Section 25-41-7(4)(k).***

Motion: Ann Marsh; Second: Pamela Pridgen

Action: Approved

***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: Janet Armour

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: Janet Armour; Second: Pamela Pridgen

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: Pamela Pridgen; Second: Janet Armour

Action: Approved

Meeting adjourned at 12:15 p.m.

Next regular meeting of Mississippi Library Commission Board of Commissioners is scheduled for July 24, 2018, 11:00 a.m. in 1st floor main meeting room.

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Janet Armour, Board Secretary Date