**MINUTES**

**Mississippi Library Commission**

**Board of Commissioners Regular Meeting**

November 13, 2018 Mississippi Library Commission

 3881 Eastwood Drive

 Jackson, Mississippi

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

**Mississippi Library Commission (MLC) Staff Present:** Hulen Bivins, Lynn Burris, Tracy Carr, and Susan Liles.

**Call to Order**

Chair Hussey called the meeting to order at 11:00 a.m. and recognized that no guests were present.

**Agenda**

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

Motion: Ann Marsh; Second: Janet Armour

Action: Approved

**Minutes**

***Recommendation: Approve minutes of the regular meeting on July 24, 2018.***

Motion: Suzanne Poynor; Second: Ann Marsh

Action: Approved

**Public Comments**

None.

**Financial Report**

Executive Director Hulen Bivins presented the Commission’s financial report with an update on the budget. The FY2018 budget for State Funds and the Federal FY2017 funding has been closed. Further the report as provided at the meeting showed all accounts in a healthy position. Also, the report provided an update of the IMLS issue and the support now being received from the Governor’s office regarding that matter. (More on the Governor’s support was provided in the report of the Executive Director).

**Commissioner Reports**

Chair Jolee Hussey gave welcome comments to Stephen Cunetto who has recently been appointed by Governor Bryant to the BOC thereby filling the slot previously held by Pam Pridgen whose term expired. The appointment of Mr. Cunetto is for a full term. Following the welcome, he provided information on his background and explained the important work he does at the Mitchell Library of Mississippi State University.

Chair Hussey also recognized Janet Armour who is leaving the BOC after this meeting. This action will create another vacancy on the BOC for the Governor to fill. The appointment of a successor to Ms. Armour will fill the remainder of her unexpired term.

**Special Reports**

**Administrative Services Bureau Report -**

It was noted that 2 new hires and 2 employee separations have occurred since the last BOC meeting. One of the separations was Chris Bratcher who, as the new E-RATE, coordinator had shown great promise during his approximately two-month tenure. He left for a higher paying position. Scott Higdon has been employed as a full-time coordinator of IT services at MLC.

Work continues in monitoring the Contract 5000 protest. 170 Help Desk tickets were reported as resolved.

The Commission has submitted, on-time, the LSTA Quarterly Report to IMLS. The OSA Property Audit was completed satisfactorily; also completed was the MAGIC Quarterly Security Report.

Lynn Burris was available to answer any questions in the absence of Jennifer Peacock at the meeting.

**Library Services Bureau Report -**

Special note was made of the number of consulting hours provided with explanation of some of the activities accomplished. The written report noted the high evaluations that the four CE programs recently presented.

It was reported that the IMLS Annual Statistical Survey opened for input on October 1.

Use data regarding the MAGNOLIA Database Collection was provided as well as use data for Social Media followers; Talking Book Services; training sessions for Patents information; and Beehive Resource Sharing. Tracy Carr spoke to the number of transactions handled by the Beehive ILL program (3,551 requests/2,217 filled).

**Public Relations Report -**

An update was provided regarding the Newsletter of MLC; social media acceptance; cooperative ventures with other groups in the state; and locations where visits have been made to document library activities.

**Executive Director’s Report -**

It was noted that the Executive Director has now visited 46 public library systems headquarters meeting with the Library Director at each location. The visits that remain to be made were noted also.

A report of the activities at the annual meeting of the Chief Officers of State Library Agencies (COSLA) was provided.

The Executive Director was honored to attend a reception to honor retiring Rep. Gregg Harper on October 5. The event was at the Mitchell Library of MSU. Rep. Harper is giving his personal legislative papers to the University.

The Southern Conference of State Library Agencies met on October 23-25. As there is a national move to request the U.S. Congress to fund the Grants to States program at the level of $1 per capita, this group composed and approved a Resolution to support such an action. The Executive Director, with the agreedment of the BOC shall prepare a similar Resolution to be approved at the next BOC meeting, such being a Mississippi Resolution on the matter.

It was reported that the Executive Director and nine other MLC staff members provided programs at the October 16-19 annual conference of the Mississippi Library Association. The Conference was in Meridian. Also noted was that Lacy Ellinwood had attended the Association of Small and Rural Libraries meeting in Missouri while Tracy Carr and Ally Mellon represented Mississippi at the National Book Festival in Washington, D.C.

The Executive Director reported to the BOC regarding the APPEAL that he had written for reconsideration of the WAIVER denial of IMLS regarding the budget year of FY 2016. It was noted that the Governor had also sent to IMLS a letter (using draft language provide by the Executive Director) to support the MLC APPEAL. The contact to the Governor was via Mr. Bobby Morgan who is one of the Governor’s Policy Advisors. As MLC works through the APPEAL period, a meeting was held with State Representative John Read (Head of House Appropriations) to discuss the impact of a rejection of the APPEAL as submitted to IMLS.

Again, noted was a change in MLC personnel working with the E-Rate program. A positive was that all libraries met the E-Rate 486 deadline satisfactory.

The conclusion of the Great American Read program done by Public Broadcasting was discussed. Pros and Cons of the five-month program were noted.

The BOC was informed of the discussions conducted at the MLC sponsored Public Library Symposium. Accomplishments: a new sample contract for use by the public libraries was provided; a session of negotiating with library boards was held; and, discussion of proposals for the regulations of the PIGP were considered. Three PIGP formulas shall move forward for discussion by the public libraries.

**Actions Items**

***Recommendation: Approve recommendation for the Executive Director to prepare a resolution for $1 per capita funding for the Grants to States program of IMLS.***

Motion: Ann Marsh; Second: Suzanne Poynor

Action: Approved

**Miscellaneous**

The 2019 Legislative Session begins on January 8, 2019. The Library Association shall host a reception at the beginning of the Session; MLC shall host a reception at the end of the Session in March.

Sharman Bridges Smith received the Outstanding Achievement Award of MLA at the annual conference; Richard O. Greene received the Peggy May Award.

The Executive Director discussed with the BOC the upcoming holidays and the fact so many staff would not be attending work but, rather, taking leave. After discussion the BOC put in place a holiday schedule for the remaining of 2018.

**Action Item**

***Recommendation : Approve the closing of the Mississippi Library Commission for Wednesday, November 21 and Wednesday, December 26.***

Motion: Ann Marsh; Second: Stephen Cunetto

Action: Approved

**Calendar & Miscellaneous**

Updated Agency calendar was provided.

Commendation of the service of Janet Armour as a BOC member was made by the Chair.

***Recommendation: Adjourn meeting.***

Motion: Ann Marsh; Suzanne Poynor

Action: Approved

Next regular meeting of Mississippi Library Commission Board of Commissioners is scheduled for January 22, 2019, 11:00 a.m. in the small meeting room.

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Ann Marsh, Board Secretary Date