**MINUTES**

**Mississippi Library Commission**

**Board of Commissioners Regular Meeting**

September 25, 2018 Hernando Public Library

 370 West Commerce Street

 Hernando, Mississippi

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

**Mississippi Library Commission (MLC) Staff Present:** Hulen Bivins, and Ethel Dunn.

**Guests:** Meredith Wickham, Director, First Regional Library System, Nancy Anderson, First Regional Library System, and Hannah Berryhill, Director, Kemper-Newton Regional Library.

**Call to Order**

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

**Agenda**

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

Motion: Ann Marsh; Second: Suzanne Poynor

Action: Approved

**Minutes**

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

Motion: Suzanne Poynor; Second: Ann Marsh

Action: Approved

**Public Comments**

Meredith Wickham, First Regional Library System Director welcomed everyone to the First Regional Library and expressed appreciation for the MLC Board choosing this location for their meeting. Meredith gave a tour of the library prior to the meeting.

**Financial Report**

Executive Director Hulen Bivins presented the agency’s current financial report and budget. Everything is on target at this point. Preparing to completely close out FY18 by Oct. 1. Agency in good shape with state dollars, running about 9 months behind on release of federal dollars.

**Commissioner Reports**

Commissioners Suzanne Poynor and Ann Marsh attended the Mississippi Book Festival in August and commented on MLC’s presence, and the success of the event. Jolee Hussey thanked Susan Liles PR Director for the goodie bags of agency promotional items.

**Special Reports**

**Administrative Services Bureau Report -**

MLC continue to have challenges in retaining staff; however recent new staff include e-rate coordinator, front desk/receptionist and 2 new Technology Services employees. The FY20 budget has been submitted. It appears that the public libraries support the agency’s budget. MLC will continue to work with AT&T on billing issues.

**Libraries Services Bureau Report –**

Library Services staff visited 25 libraries since last report, stats on Beehive include 3,997 requests, 2,591 filled, OCLC 29,534 titles cataloged, info requests for last two months were 5,390 total requests received, and 4,475,688 MAGNOLIA statewide searches. Great American Read program is back on PBS and you can vote for titles. Tracy and Ally attended the National Book Festival in Washington, D.C. in September. Mary Rogers Beal has been promoted to Talking Books Director and Daniel Warren is the new Talking Books Circulations Coordinator.

**Public Relations Report –**

Susan prepared an example of the bags of MLC promotional items to be distributed to the Legislators during the 2019 session. Susan coordinated the Snapshot Day on August 3, about half of the library systems participated – the event was a great success. Susan is working on the new stats brochure of the legislative session. The agency’s current newsletter is on the website, which includes some grant opportunities for libraries.

**Executive Director’s Report –**

**Library Visits** - The Executive Director has visited a total of 45 public libraries this year. He stated that it has been interesting to see how libraries are funded and by making these library visits early he will be better prepared to speak to the legislators about library issues.

**Budget** - MLC’s budget year closed with all dollars expended appropriately. Agency list of priorities for the coming fiscal year include: a) 10% increase in the Personnel Incentive Grant program, b) 3% salary increase for the employees of MLC, c) $300,000 increase of the MAGNOLIA database program and d) the creation of a $350,000 challenge grant for public library repair/renovation.

**IMLS** – Executive Director explained that the IMLS waiver that was filed regarding the shortfall of state funding (2017 and 2018) and the resulting effect of not meeting the MOE requirement has been denied. MLC does not agree with this decision which means a reduction of almost $350,000 in federal dollars to be provided in the new year under the “Grant to States Program”. The public libraries will possibly lose some competitive grants. We will seek level funding during the legislative session.

**Peer Review Grants** – If no grants, no peer review needed.

**Publications** – Will be updating the Continuing Education opportunities due to Ally Watkins’s departure. Public Relations is presently working on a booklet to highlight public library services in the state. This booklet will be distributed to the legislators next session. The Fall Edition of MLC’s newsletter “On the Same Page” has been distributed. The “Snap-Shot Day” on August 4 was a successful activity designed to help public libraries see just how must is accomplished every day in their communities.

**Miscellaneous** – CE Coordinator Natalie Dunaway attended the COSLA sponsored CE Forum on August 23. MLC has completed the task to digitize the Works Progress Administration (WPA) county files for most of the Mississippi counties. Hulen Bivins to give presentation on the State of Mississippi libraries at the MLA Conference in Meridian.

**Updates**

**Personnel Incentive Grant Program Formula -**

The BOC received a list of personnel incentive grant program scenario formulas that were suggested by public library directors during a meeting in August. These formulas were presented to the group to consider with further discussion to take place at the PLD Symposium on November 8-9, 2018. Hulen suggested that he would like to see at least 70% agree to a change before there are any adjustments made. There are currently no state guidelines on this.

**Actions Items**

***Recommendation: Approve an educational waiver for LeReginald Jones for a period of one year from this date for the Wilkinson County Library System while an active search is made for a permanent qualified director.***

Motion: Suzanne Poynor; Second: Ann Marsh

Action: Approved

**Miscellaneous**

A library director has contacted Executive Director Hulen Bivins concerning MLC displaying the Mississippi state flag in the agency meeting room. After some discussion, Hulen asked the director to submit his concerns in writing, but to date nothing has been received.

**Adjourn 12:20 p.m.**

Next regular meeting of Mississippi Library Commission Board of Commissioners is scheduled for November 13, 2018, 11:00 a.m. in the 1st floor small meeting room.

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Ann Marsh, Board Secretary Date