

MINUTES
Mississippi Library Commission
Board of Commissioners Regular Meeting

May 28, 2019

Mississippi Library Commission
3881 Eastwood Drive
Jackson, Mississippi

Board of Commissioners (BOC) Present: Lori Barnes, Stephen Cunetto, Jolee Hussey, Ann Marsh, and Suzanne Poynor.

Mississippi Library Commission (MLC) Staff Present: Hulen Bivins, J. D. Burns, Lynn Burris, Tracy Carr, David Collins, Ethel Dunn, Bobbie Green, Susan Liles, Jennifer Peacock, Louisa Whitfield-Smith.

Guest: Sara DeLoach, Special Assistant Attorney General, Michael Walker and Elevia Tate, Office of the State Auditor.

CALL TO ORDER

Chair Jolee Hussey called the meeting to order at 11:00 a.m. and recognized guests, including new commissioner Lori Barnes. Sara DeLoach, Special Assistant Attorney General provided an overview of board voting and recusal procedures. Tracy Carr, Library Services Bureau Director and Jennifer Peacock, Administrative Services Bureau Director introduced new staff in each bureau. Also, guests from the Auditor's Office were recognized.

AGENDA

Recommendation: *Adopt agenda as presented.*
Motion: Ann Marsh; ***Second:*** Stephen Cunetto
Action: Approved

MINUTES

Recommendation: *Approve minutes of the regular meeting on March 26, 2019.*
Motion: Ann Marsh; ***Second:*** Suzanne Poynor
Action: Approved

PUBLIC COMMENTS

None.

COMMISSIONER REPORTS

Commissioner Jolee Hussey acknowledged new Commissioners Stephen Cunetto and Lori Barnes and stated that we now have a complete board. She thanked them for agreeing to serve. Commissioner Suzanne Poynor, Mississippi Federation of Women's Clubs representative stated this is her last meeting and that she has enjoyed her tenure on the board and she thanked the MLC staff for their hard work.

EXECUTIVE DIRECTOR'S REPORT

MLC Staff Subject Specialty Designations – Staff members from the Administrative Services Bureau and Library Services Bureau have been assigned as MLC's primary subject specialist for specific areas of service to the public libraries.

Public Library Personnel Changes – Bolivar County Library System will have a new Director in June. Kay Clanton, Director of the Washington County Library System will be retiring at the end of June. Also, Jennifer Baxter, Director of the Hancock County Library System has resigned and has accepted a position with the Hancock Port Authority.

MLC Budget for Current Year – The current budget standing chart (attached) shows expenditures are on target for year-end closeout. Expenditures have been monitored and costs cut wherever possible. MLC is presently closing the FY19 budget year and opening FY20.

IMLS Update – MLC staff Jennifer Peacock and Lynn Burris recently attended the national IMLS workshop in Denver, CO where illustrative examples were discussed using the situation in Mississippi regarding last year’s waiver and appeal process.

Talking Book Services (TBS) – MLC is still waiting to hear from Mary Beth Wise, National Library Consultant regarding her evaluation of TBS at MLC. Service data for past two months of services by the TBS staff include: 6,300 BARD downloads, 31,373 items circulated, 69 new patron users, and 584 requests for large-print materials were handled.

Technology Services – A record 294 help desk requests were resolved this reporting period. IT continues to work with several public libraries regarding the move to Office 365, and MLC now hosts 39 of the public library systems websites.

Social Media Statistics -

Facebook – 2,698 followers

Twitter – 2,247 followers

Instagram – 1,029 followers

Webinar & Media Availability – The continuing education webinars have been relocated from our website to the agency’s YouTube channel. The MLC podcast program continues to be developed.

Summer Reading Kick-off event – On April 25, 2019, MLC hosted a summer Reading Kick-off program at MLC with Jackson/Hinds Library System, Madison County Library System and Mid-Mississippi Regional Library System. This was the second year for MLC to host a kick-off event for the statewide summer reading program.

MLC Executive Director Activities –

April 10 Speaker at Lee-Itawamba Library System

April 11 Visit New Albany Public Library and Marshal County Public Library System

April 15 Speaker at Winston County Library System

Website Update – MLC staff has begun the task of updating the agency website with the goal of the removal of obsolete data and dead links, as well as including new, useful and needed data.

Learning Express – Beginning June 1, 2019, MLC will renew a subscription for part of the suites of the information provided in the Learning Express database. Libraries may use the practice test materials. A credit shall be issued to any Mississippi libraries presently paying for a subscription to Learning Express.

Media Guest – On April 5, 2019, Ms. Lindsey Leake, a graduate student from American University in Washington D.C., visited MLC and spoke with several public library directors on her dissertation, regarding the effect of diminished federal funds upon public libraries.

Compliance Audit – On May 14, the Mississippi Office of the State Auditor began a compliance audit of MLC for FY18. It is anticipated that the audit process will take 3-4 weeks.

Publications – The summer edition of the agency newsletter “On the Same Page” is to be distributed in June.

Upcoming Meetings –

June 3, 2019	Magnolia Steering Committee meeting at Delta State University
June 20-24, 2019	American Library Association Annual Conference, Washington, D.C.
June 25, 2019	Center for the Book Conference, Washington, D.C.
July 23, 2019	Board of Commissioners meeting
July 26, 2019	Mississippi Library Association Board Meeting in Jackson

ADMINISTRATIVE SERVICES BUREAU REPORT

Jennifer Peacock provided updates in the Administrative Services Bureau including all grant payments and invoices paid on time. Technology Services staff are busy working on E-rate deadlines, assisting with websites, performing network analysis and working on AT&T building issues. A total of 294 helpdesk tickets were resolved during the two-month period.

LIBRARY SERVICES BUREAU REPORT

Tracy Carr provided an overview of the Library Services Bureau. Consulting hours continue to increase with over 1100 hours logged in the past two months. Consulting topics included grants for historic preservation, terminating employees, background checks, weeding, conflicts of interest and audits.

The Bovina Grocery in Warren County and the Blue Front Café in Yazoo County have been selected as pilot locations for the text to check-out books project lead by Louisa Whitfield-Smith.

Stats: 7 webinars posted; 7 workshops with 431 attendees; resources sharing 4,269 requests, 10,966 titles cataloged; 241 items loaned/used; 205 ILL request received; 11,138,501 statewide searches through Magnolia; 3,266 MLC searches; 130 patents and collections training sessions; 421 items added to the collection; and 69 new TBS patrons.

PUBLIC RELATIONS REPORT

Again noted, the Summer Library Program Kickoff event at the Library Commission on April 25, 2019, was a big success. Susan Liles visited the Yalobusha Library and developed a short film.

ACTION ITEMS

Recommendation: *Adopt the FY20 Budget for the Mississippi Library Commission based on the appropriation passed by the Mississippi Legislature and approved by the Governor, with modifications throughout the year as allowed by law and regulations as follows:*

FY20 Budget (lump sum appropriation)
\$ 2,548,258 Salaries
\$ 60,000 Travel
\$ 2,225,000 Contractual
\$ 275,000 Commodities
\$ 96,000 Capital Equipment
\$ 7,696,579 Subsidies, Loans & Grants
\$12,900,837 Total FY20 Budget

Motion: Suzanne Poynor; *Second:* Ann Marsh; *Recusal:* Lori Barnes
Action: Approved

Recommendation: *Approve the FY20 Personnel Incentive Grant Program distribution as follows:*
Total FY20 PIGP Budget \$3,300,000.00
Per County Distribution (12%) \$ 4,829.27
Per Capita Distribution (88%) \$ 0.972366

Motion: Suzanne Poynor; *Second:* Stephen Cunetto; *Recusal:* Lori Barnes
Action: Approved

Recommendation: *Approve an educational waiver for Elizabeth Alexander for a period of one year, starting June 25, 2019, for the Washington County Library System while an active search is made for a permanent, qualified director.*

Motion: Ann Marsh; *Second:* Stephen Cunetto
Action: Approved

Recommendation: *Approve an extension of the May 31, 2019, deadline for receipt of the annual audit for the Long Beach Public Library until July 15, 2019.*

Motion: Ann Marsh; *Second:* Suzanne Poynor
Action: Approved

MISCELLANEOUS

Hulen Bivins thanked Sara DeLoach for her services to help in the orientation of new MLC Board of Commissioners, as well as, thanks by the MLC Executive Director for her consistent labor in behalf of MLC.

An overview of accomplishments after one-year anniversary with the agency was sent to the Board of Commissioners during the past month. The report enables both the Board of Commissioners and the Executive Director to chart successes achieved.

Commissioner Lori Barnes thanked the Executive Director for a successful year and thanked MLC staff for all they do to assist public libraries.

Chair Jolee Hussey thanked Commissioner Suzanne Poynor for her years of service to the Library Commission Board of Commissioners and presented her with a resolution and gift.

EXECUTIVE SESSION

Commissioner Ann Marsh made the motion and Commissioner Stephen Cunetto seconded to close the meeting to determine and consider going into executive session. It was unanimously approved. All attendees were asked to exit the room except Sara DeLoach, Special Assistant Attorney General. Commissioner Ann Marsh made the motion to go into executive session in accordance with Miss. Code Section 25-41-7 (4) (k) to discuss a personnel matter. Commissioner Lori Burns seconded the motion and it was unanimously approved. After discussion, Commissioner Lori Barnes moved to return to regular session, Commissioner Stephen Cunetto seconded the motion and it was unanimously approved. The public was invited to return. Chair Jolee Hussey announced that Commissioner Ann Marsh moved to increase the Executive Director's salary by three percent (3%). Commissioner Suzanne Poynor seconded the motion and the members unanimously approved. Additionally, Chair Jolee Hussey commended the Executive Director for his first year of service.

CALENDAR

Updated Agency calendar was provided.

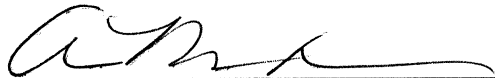
ADJOURN

Recommendation: *Adjourn meeting at 1:05 p.m.*

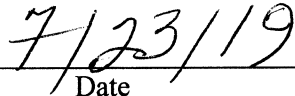
Motion: Ann Marsh; *Second:* Lori Barnes

Action: Approved

Next regular meeting of Mississippi Library Commission Board of Commissioners is scheduled for July 23, 2019, 11:00 a.m. in the main meeting room.



Ann Marsh, Board Secretary



Date