

MINUTES
Mississippi Library Commission
Board of Commissioners Regular Meeting

July 23, 2019

Mississippi Library Commission
3881 Eastwood Drive
Jackson, MS 39211

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

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

Guests: Sara Deloach, Special Assistant Attorney General.

CALL TO ORDER

Chair Hussey called the meeting to order at 11:00 a.m., welcomed guests and new BOC member Becky Wright representing the Mississippi Federation of Women's Clubs.

AGENDA

Recommendation: *Adopt agenda as presented.*
Motion: Stephen Cunetto; **Second:** Lori Barnes
Action: Approved

MINUTES

Recommendation: *Approve minutes of the regular meeting on May 28, 2019.*
Motion: Ann Marsh; **Second:** Stephen Cunetto

PUBLIC COMMENTS

None.

COMMISSIONER'S REPORT

Commissioner Hussey announced that Frances Coleman's husband passed away yesterday from a stroke. Mrs. Coleman was on the MLC Board from 1998–2003. Funeral arrangements are incomplete at this time. Commissioner Barnes commented on the successful summer library programs at the Jackson-George Regional Library and across the state. Commissioner Marsh welcomed all new Board members.

EXECUTIVE DIRECTOR'S REPORT

Budget – Regarding the FY21 budget, MLC Executive Director suggests the following priorities in rank order of perceived need:

- a. \$395,000 additional funding (to offset loss of federal funding)
- b. 3% increase in the Personnel Incentive Grant Program funds
- c. \$350,000 increase for the MAGNOLIA database program

Personnel Incentive Grants Program Update – Recently the public library directors were given an opportunity to vote for their preferred formula. The formula will be presented at the August PLD meeting for discussion and brought to the next MLC Commissioners meeting for approval.

IMLS Waiver Update – A waiver request has been filed with IMLS regarding the shortfall of state funding. Members of the Mississippi Congressional delegation have already expressed a willingness to provide a letter of support to IMLS on behalf of MLC.

Congressional Meetings – During the 2019 ALA Annual Conference in Washington, D.C., MLC Executive Director, First Regional and University of Southern Mississippi Library Directors met with senior policy advisors of Rep. Bennie Thompson and Senator Cindy Hyde-Smith to discuss Mississippi libraries.

Library Visits – The executive director will resume public library visits beginning in August.

Publications – The FY20 continuing education catalog is available for distribution. Susan Liles, PR Director is working to develop several podcasts to focus on events, and issues at public libraries around the state. Topics such as budgets and talking books will also be highlighted.

Tech/E-Rate - The migration of library systems to the Office 365 program is almost complete. Regular monthly meetings are held with AT&T staff and MLC staff to resolve billing issues. MLC continues to monitor the Contract 5000 project negotiations.

Snap-Shot Day – The 2019 Snapshot Day is set for August 6, for the public libraries to highlight the many activities happening in their public library.

Miscellaneous – The outside security camera system at MLC has been updated and improved. Still no report has been received as a follow-up of the NLS evaluation. The audit team from the State Auditor's Office have completed their review of MLC.

Upcoming Meetings –

August 15-16	Public Library Director's Meeting
August 17	Mississippi Book Festival
September 18-20	Librarianship 101 Workshop
September 24	Board of Commissioners Meeting
October 22-25	Mississippi Library Association Conference

FINANCIAL REPORT

Hulen Bivins gave the agency financial report stating, with a team effort, the MLC budget is on target with expenditures. Commendations were noted for the efforts of MLC employees in the task of closing FY19 and the opening of FY20 year operations.

ADMINISTRATIVE SERVICES BUREAU REPORT

Jennifer Peacock provided the report of activities in the Administrative Services Bureau. This is a crucial time for accounting services, working in three years, closing FY19, beginning FY20 and projecting FY21. Nathan McCoy recently resigned from the Operations division; recruitment has begun for a replacement. Technology Services continue to support public libraries and MLC staff by continuing 365 migrations, working on websites and AT&T billing issues, performing network analysis, resolving printer and email problems, meeting room assistance and completing upgrades.

LIBRARY SERVICES BUREAU REPORT

Tracy Carr, Library Services Bureau Director is attending a workshop to be certified as a Myers Briggs trainer. Plan to offer evaluation to all MLC staff and public library system directors. Statistics for two-month period include: Beehive resource sharing requests-4,276; OCLC Group titles cataloged-22,028; Information requests received-4,375; Items loaned-2,117; ILL requests-178; Magnolia searches-6,597,189; Patents trainings-96; Added to collection-457; New Talking Book patrons-91; Materials circulated-38,148; BARD downloads-7,568; and New large print-500.

PUBLIC RELATIONS REPORT

Susan Liles working on agency first podcast (previewed at end of report). Susan presented Canva 101 workshop to eighteen librarians from across the state. Social media stats: Facebook followers-5,606; Twitter-2,248; Instagram-1,039; and YouTube video views-3,254 and Website visitors-5,065 for May-June.

ACTION ITEMS

Recommendation: ***Elect slate of BOC officers for FY2020 (July 1, 2019 – June 30, 2020) as follows:***

Chair - ***Ann Marsh***
Vice Chair - ***Stephen Cunetto***
Secretary - ***Lori Barnes***

Motion Jolee Hussey; *Second:* Becky Wright
Action: Approved

Recommendation: ***Approve the FY21 budget request as presented, allowing for adjustments that might be needed prior to the August 1, 2019 submission deadline.***

Motion: Steven Cunetto; *Second:* Ann Marsh; *Recusal:* Lori Barnes
Action: Approved

Recommendation: ***Approve the Personnel Incentive Grant Program Waiver Request for Maintenance of Effort for Fiscal Year 2020 – Pine Forest Regional Library.***

Motion: Ann Marsh; *Second:* Becky Wright
Action: Approved

Recommendation: ***Approve the Personnel Incentive Grant Program Waiver Request for Maintenance of Effort for Fiscal Year 2020 – Elizabeth Jones Library.***

Motion: Lori Barnes; *Second:* Stephen Cunetto
Action: Approved

Recommendation: ***Approve the Personnel Incentive Grant Program Waiver Request for Maintenance of Effort for Fiscal Year 2020 – Tallahatchie County Public Library.***

Motion: Stephen Cunetto; *Second:* Becky Wright
Action: Approved

Recommendation: *Approve the Personnel Incentive Grant Program Waiver Request for Maintenance of Effort for Fiscal Year 2020 – Harriette Person Memorial Library.*

Motion: Ann Marsh; *Second:* Lori Barnes

Action: Approved

Recommendation: *Approve the Personnel Incentive Grant Program Waiver Request for Maintenance of Effort for Fiscal Year 2020 – Tombigbee Regional Library System.*

Motion: Lori Barnes; *Second:* Stephen Cunetto

Action: Approved

Recommendation: *Approve the Personnel Incentive Grant Program Waiver Request for Maintenance of Effort for Fiscal Year 2020 – East Mississippi Regional Library.*

Motion: Ann Marsh; *Second:* Becky Wright

Action: Approved

Recommendation: *Approve the Personnel Incentive Grant Program Waiver Request for Maintenance of Effort for Fiscal Year 2020 – Judge George Armstrong Library.*

Motion: Ann Marsh; *Second:* Lori Barnes

Action: Approved

Recommendation: *Approve extension for Fiscal Year 2018 audit deadline for Choctaw County Library System.*

Motion: Ann Marsh; *Second:* Becky Wright

Action: Approved

Recommendation: *Approve extension for Fiscal Year 2018 audit deadline for Amory Municipal Library.*

Motion: Ann Marsh; *Second:* Stephen Cunetto

Action: Approved

Recommendation: *Authorize the Executive Director to grant waiver request(s) for libraries who seek a waiver request of the audit deadline.*

Motion: Ann Marsh; *Second:* Stephen Cunetto

Action: Approved

DISCUSSION ITEM

Personnel Incentive Grants Program Formula - Hulen Bivins discussed that public library directors have had several discussions regarding the personnel incentive grants program formula and were provided the opportunity to offer alternative options. After several PLD meetings with alternate formulas discussed, directors were given two new options offered by fellow directors

and the choice of no change, to determine if a clear majority wanted a change. The following three options were presented for a vote:

- Option 1: No change: Leave the formula as it currently stands at 12% per county and 88% per capita.
- Option 2: Sean's Formula: After the current personnel incentive grant program formula is run, every library system that falls under \$23,000 gets an automatic base amount of \$23,000. After those systems are given their \$23,000 base, the current formula is applied to the rest (12% per county and 88% per capita) to disburse between the systems that did not get the \$23,000 base.
- Option 3: James's Formula: A base amount of \$10,000 is given to every county. The remaining amount is divided by population.

The results of the voting did not reflect any clear majority; therefore, the results will be presented at the August PLD meeting, which will allow for any further discussion on the matter. An Action Item, with a recommendation based on the discussions, will be presented at the September Board of Commissions meeting for a final approval of the personnel incentive grants program formula.

CALENDAR

Updated Agency calendar of events provided.


ADJOURN

Recommendation: *Adjourn meeting at 12:40 p.m.*

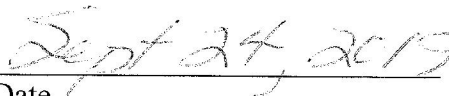
Motion: Ann Marsh; *Second:* Lori Barnes

Action: Approved

The next regular meeting of the Mississippi Library Commission Board of Commissioners is scheduled for September 24, 2019, 11:00 a.m. in the main meeting room.



Ann Marsh, Board Secretary



Date