

**MINUTES**  
**Mississippi Library Commission**  
**Virtual Board of Commissioners Regular Meeting**

September 22, 2020

3881 Eastwood Drive  
Jackson MS 39211

**Board of Commissioners (BOC) Present via Zoom:** Lori Barnes, Stephen Cunetto, Jolee Hussey, and Becky Wright      **Present at MLC:** Ann Marsh

**Mississippi Library Commission Staff Present via Zoom:** Hulen Bivins, Lynn Burris, Tracy Carr, Ethel Dunn, Kristina Kelly, and Jennifer Peacock

**Guests Present via Zoom:** Jay Woods

**CALL TO ORDER**

Chair Cunetto called the meeting to order at 11:03 a.m., thanked everyone for attending and welcomed guests.

**AGENDA**

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

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

**Action:** Approved by unanimous roll call (*Lori Barnes, Stephen Cunetto, Jolee Hussey, Ann Marsh, and Becky Wright*)

**MINUTES**

**Recommendation:** *Approve minutes of the regular meeting on July 28, 2020*

**Motion:** Jolee Hussey; *Second:* Lori Barnes

**Action:** Approved by unanimous roll call (*Lori Barnes, Stephen Cunetto, Jolee Hussey, Ann Marsh, and Becky Wright*)

**PUBLIC COMMENTS**

None.

**COMMISSIONER'S REPORT**

**Commissioner Ann Marsh** stated that she would continue to serve on the Board until the Governor appoints a new member; however, she is willing to be reappointed to another five-year term. Hulen Bivins explained that he has been in communication with the Governor's office and has presented Ann Marsh's name for consideration.

**Commissioner Jolee Hussey** thanked the MLC staff for keeping the BOC and MLC on track during these challenging times.

**Commissioner Lori Barnes** reported that things are finally settling down at the Jackson-George Library System after quarantine. The numbers at the library correlate with the numbers reported by the State.

**Commissioner Becky Wright** thanked MLC for doing a fantastic job during this unprecedented time.

**Commissioner Stephen Cunetto** also thanked the entire MLC staff for their work around the state and thanked Jennifer Peacock and Hulen Bivins for their excellent work with funding issues.

### **EXECUTIVE DIRECTOR'S REPORT**

**Budget** – As previously reported the Library Commission will absorb the 3.5% cut in the FY21 budget making it possible for MLC to fully fund the Personnel Incentive Grant program. The public libraries will not be affected. MLC has been administering the CARES Act funding issued by the federal government through IMLS. These funds have been a good alternative funding source for libraries.

**MLC Financials** – Grant payments have been processed, Fast Track grants have been funded with remaining federal funds, and a payment to MAGNOLIA was made.

**IMLS** - No additional information on the Library Stabilization Act despite having three separate pieces of legislation in Congress. The CARES Act monies for grants are in progress. MLC's Executive Director has had several conversations with fellow COSLA members and has talked to Senator Cindy Hyde-Smith who is abreast of the issue and on the Senate Appropriations Committee.

**COVID-19** - The library is still closed to the public and providing curbside service. We will accommodate individual patrons as needed. We are also following all directives from the governor.

**Snapshot Day** – This day of advocacy was held on August 25 with 22 library systems participating. The event highlighted a day in the life of Mississippi libraries by showcasing the many ways public libraries engage in support, education and service to their communities.

**Employee Update** – New performance reviews have been complete on all staff per request from the State Personnel Board. Jennifer Todd has returned to MLC as Technology Services Director and Martha Wright (Library Services) retired with over 40 years of state service. In spite of recent turnover, MLC's goal is to provide the highest quality service to the citizens of Mississippi.

**Building** - The roof repair is almost complete, waiting for final inspection from an out-of-state engineer. Other building maintenance projects include: power washing concrete walkways, inspection of all lighting (inside and outside) and converting to LED lighting, and a continual daily process of cleaning within a manner compliant with COVID-19 standards.

**MLC Library Use Statistics** - Statistics for the reporting period were: MAGNOLIA searches – 3,154,934; Hoopla checkouts – 3,500; RBDigital checkouts – 779; Learning Express sessions – 919. Nine Continued Education trainings were conducted; 605 consulting hours of service working with public libraries; 4,109 information requests received, 1,227 items were loaned; and 450 ILL requests were received. Technology Services made 18 site visits to libraries and 140

helpdesk tickets were completed. Also 1,008 Beehive Resource Sharing requests were filled of 2,783 requested received.

**Talking Books** – Stats for this service include: 64 new patrons registered, 24,137 items circulated with 7,864 BARD downloads, and 1,512 phone calls were received.

## **OTHER NEWS**

**E-rate** – The Technology Division continue to answer calls regarding E-rate, although the E-rate Coordinator is out on leave.

**Zoom** – MLC continues to provide continuing education trainings and workshops and inhouse meetings via Zoom. The 2020 Librarianship 101 training was offered via Zoom on Sept. 15-18.

## **FINANCIAL REPORT**

The financial report was provided by Jennifer Peacock, Administrative Services Bureau Director. Have complete and closed FY20 financials and currently working in FY21. We are early in the new fiscal year.

## **ADMINISTRATIVE SERVICES BUREAU REPORT**

**Grant programs** - MLC received additional funding from the CARES Act which provided sub-grant opportunities for public libraries to cover COVID related expenses. This grant will continue through FY21.

**Human Resources** – Human Resources was notified last week that the state health insurance premiums will increase beginning January 2021. MLC is the only agency that pays for all library employees' health insurance; this is an item to present during the legislative session.

**Business Services** – This division has been very busy closing FY20 and opening FY21 budget year.

**Operations** – Staff continue to keep the building clean based on the CDC guidelines regarding COVID-19 cleaning.

**Technology Services** – Technology Services has increased services to libraries during site visits to prepare for the Contract 5000 migration. During the site visits Technology Services staff check wiring, computer assessments, square footage, etc.

**Public Relations** - Snapshot day was held on August 25, 2020 with 22 library systems participating and a total of 44 libraries submitting stats.

## **LIBRARY SERVICES BUREAU REPORT**

Tracy Carr, Library Service Bureau Director, reported that she has been collecting stats through a weekly library survey from each library system. The survey includes services offered, programs, etc. A total of 46 out of 53 libraries have responded to date and 89% are providing curbside. All libraries are offering some level of service to their communities, with at least half of the libraries open. Curbside service will probably be around for a while for libraries and MLC. The Library Commission has a new book drop located at the front entrance of the building. Approximately 25 curbside interactions at MLC during July and August. New employee in Reference, Miranda Vaughn, Reference and Archive Librarian began last month. Continuing Education Table Topics series will continue through October.

## **ACTION ITEMS**

**Recommendation:** Approve Educational Waiver for Brittnae Smith for a period of one year, starting September 14, 2020 for the Neshoba County Public Library while an active search is made for a permanent, qualified director.

**Motion:** Ann Marsh; *Second:* Jolee Hussey

**Action:** Approved by unanimous roll call (*Lori Barnes, Stephen Cunetto, Jolee Hussey, Ann Marsh, and Becky Wright*)

## **DISCUSSION ITEM**

**Contract 5000** – Jennifer Peacock, Administrative Services Bureau Director explained the details of Contract 5000 and what it will mean for Mississippi public libraries. The contract is officially signed by CSpire and the Department of Information Technology Services. Fiber internet will be available to every library in the state within the 18-month implementation timeframe. To help prepare for this project MLC staff and other state agency representatives are meeting each week to organize and plan. MLC is currently working to verify information with every library system about each branch. Once this is complete, MLC will assist each library in filing for E-rate. With the Contract 4000 expiring February 2022, all libraries will have to be migrated over to Contract 5000 prior to that date. When the project is complete, public libraries should see a significant decrease in cost and increase in bandwidth speeds to a minimum of 100Mbps.

## **ADJOURN**

**Recommendation:** *Adjourn meeting at 12:03 p.m.*

**Motion:** Ann Marsh; *Second:* Lori Barnes

**Action:** Approved by unanimous rollcall (*Lori Barnes, Stephen Cunetto, Jolee Hussey, Ann Marsh, and Becky Wright*)

***The next regular meeting of the Mississippi Library Commission Board of Commissioners is scheduled for November 17, 2020, 11:00 a.m. via Zoom.***

  
Becky Wright (Nov 17, 2020 15:53 CST)

Becky Wright, Board Secretary

Nov 17, 2020

Date




# Minutes September 22 2020

Final Audit Report

2020-11-17

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