

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

**November 17, 2020**

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

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

**Guests via Zoom:** Jay Woods, Special Assistant Attorney General

**CALL TO ORDER**

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

**AGENDA**

**Recommendation:** *Adopt agenda as presented.*  
**Motion:** Becky Wright; *Second:* Jolee Hussey  
**Action:** Approved by unanimous roll call (*Lori Barnes, Stephen Cunetto, Jolee Hussey, and Becky Wright*)

**MINUTES**

**Recommendation:** *Approve minutes of the regular meeting on September 22, 2020.*  
**Motion:** Jolee Hussey; *Second:* Becky Wright  
**Action:** Approved by unanimous roll call (*Lori Barnes, Stephen Cunetto, Jolee Hussey, and Becky Wright*)

**PUBLIC COMMENTS**

None

**COMMISSIONERS REPORT**

Commissioner Jolee Hussey thanked MLC staff for their hard work during this difficult time.

**EXECUTIVE DIRECTOR'S REPORT**

**COVID-19 Virus** – MLC building remains closed to the general public due to the COVID-19 virus. Curbside service is available to all patrons.

**Costs** – Beginning January 2021 an increase cost to employee health insurance is expected, approximately \$11 per employee and about 3% increase for Personnel Incentive Grant Program participants.

**Budget** – Governor Reeves presented the FY22 budget recommendation which included level funding for the Library Commission. As previously reported, MLC will absorb the 3.5% cut in funding for the current year on in-house activities making it possible to fully fund the personnel incentive grant program for libraries.

**Reporting/Audit** – The Library Commission has completed an internal audit, submitted an LSTA quarterly report, and submitted a MAGIC Quarterly Security report as well as sent subgrant reports to all libraries. All grant payments have been made on time during the reporting period.

**IMLS** – There is no update on the COVID Relief Funding Act at this time, waiting for Congress to reconvene in January. We are in communication with Senators Reid and Hyde-Smith as they work on this legislation.

**BOC Appointment** – MLC continues to remind the Office of the Governor the need for a new appointment for the board. Per the last conversation with the Governor's office, an appointment will be made at a later date. Ann Marsh has agreed to serve on the board until an appointment is made.

**Employee Update – New hires** - Sebastian Murdoch, Library Services (Talking Books)

**Separations** - Nixcola Jones, Library Services (Talking Books)

Andrea' Ruffin, Library Services (Reference)

Louisa Whitfield-Smith, Library Services (Library Development)

Bonita Harris, Administrative Services (Technology)

**Building Maintenance** – The repair of the Library Commission roof is complete. Other building maintenance tasks include power washing concrete walkways, repaving driveway and maintaining COVID-19 protocols.

**Cataloging** – Katie Gill conducted virtual training for Tallahatchie County Library on the OCLC Connexion program. During the two-month reporting period 22,221 titles were cataloged statewide.

**MLC Showcase** – On October 9, representatives from the Mississippi Chapter of the American Institute of Architects filmed segments for their state convention at the MLC building. The production was due to the unique award-winning design of the MLC building by architect Roy Decker.

**Talking Books** – The numbers continue to increase for this service, including 64 new Talking Book users, 23,903 items circulated with 8,094 BARD downloads, 614 requests handled through Large Print Direct and 1,546 phone calls were received.

**MLC Library Use Stats** – MAGNOLIA statewide searches reported were 9,907,254 (approximately a triple increase versus the prior reporting period), Hoopla checkouts totaled 4,209; RB Digital had 784 checkouts; and there were 1,316 sessions using Learning Express. Library Development Division provided 676 consulting hours of service working with public libraries and provided 20 Continuing Education trainings. Also, 1,175 Beehive Resource Sharing requests filled, 114 training sessions provided to patent & trademark customers, 233 items added to the collection, 169 helpdesk tickets completed, and 13 visits were made by Technology staff. Social media followers include; Facebook – 3,315; Instagram - 1,435; Twitter – 2,417; YouTube – 1,561; and 3 new podcasts.

MLC's Library Development staff continued to offer virtual trainings, with 33 attendees participating in Librarianship 101 and 35 library system directors participating in the virtual meeting with public library system directors.

#### **Other News -**

By working with the Mississippi Humanities Council's Speakers Bureau, MLC continues to provide a series of Zoom talks and trainings.

Several MLC staff attended and participated in the Mississippi Library Association 2020 Virtual Conference last month. MLC also hosted a virtual booth with over 200 visitors.

The executive director has participated in four series of meetings with the other members of the Chief Officers of State Library Agencies (COSLA) to discuss electronic materials (ebooks) as used in the states presently; the future effect of COVID-19 on budgets-especially on MOE calculations; considerations as to how best to assist schools with distance learning, and how to strengthen connectivity in remote areas of the states.

#### **FINANCIAL REPORT**

Jennifer Peacock, Administrative Services Bureau Director provided the financial report for this reporting period. We are currently on target with expenditures; however, it is still early in the fiscal year.

#### **ADMINISTRATIVE SERVICES BUREAU REPORT**

The Administrative Services Report was provided by Jennifer Peacock, Bureau Director. She discussed the CARES Act funds and the plan for the Technology staff to make more site visits to libraries to assist with troubleshooting on computers as well as measuring square footage for Contract 5000 requirements.

#### **LIBRARY SERVICES BUREAU REPORT**

Tracy Carr, Library Services Bureau Director provided this report. She discussed the Librarianship 101 training for paraprofessionals held virtually. The training was held for three hours a day for four days with 33 attendees. A pilot program referred to as Curbside Browsing lets patrons browse a cart of curated book selections chosen especially for them after taking a brief survey.

#### **ACTION ITEM**

**Recommendation:** *Approve a provisional director waiver for Cynthia Hudson beginning November 15, 2020 for the Pine Forest Regional Library System.*  
**Motion:** Jolee Hussey; *Second:* Lori Barnes  
**Action:** Approved by unanimous roll call (*Lori Barnes, Stephen Cunetto, Jolee Hussey, and Becky Wright*)

#### **ADJOURN**

**Recommendation:** *Adjourn meeting at 12:00 noon*  
**Motion:** Lori Barnes; *Second:* Jolee Hussey  
**Action:** Approved

The next regular meeting of the Mississippi Library Commission Board of Commissioners is scheduled for January 26, 2021, 11:00 a.m. via Zoom.

*Becky Wright*

Becky Wright (Jan 26, 2021 16:10 CST)

Becky Wright, Board Secretary

Jan 26, 2021

Date