

Tombigbee Regional Library System

Board of Trustees' Meeting

March 20, 2017

Andrew Carnegie Conference Room

436 Commerce Street, West Point, MS

Board of Trustees (BOT): Nita Wyman, Faith West, Sue Boatman, Cheryl Moore, and Mary Parish.

Tombigbee Regional Library (TRL) Staff: Tanna Taylor, Director and Brenda McVay, Business Manager.

CALL TO ORDER

Nita Wyman, Chairperson, called the meeting to order at 1:30 p.m. Absent from this meeting were BOT members, Cheryl Moore and Mary Parish.

AGENDA

Motion: To adopt agenda for today's BOT meeting

Motion by: Faith West; seconded: Sue Boatman

Motion passed.

MINUTES

Motion: To approve minutes of previous meeting as written

Motion by: Faith West; seconded: Nita Wyman

Motion passed.

TRL STAFF REPORT/DISCUSSION ITEMS

Tanna Taylor presented the following reports and updates:

- The TRL Circulation Report (*see Attachment #1*) shows circulation statistics for all 10 libraries during FY 15-16 and 1st quarter circulation statistics for 2016-17. Comparing FY 15-16's first quarter circulation to FY 16-17's 1st quarter total shows a 2,143 drop in circulation, most likely due to the extra days libraries were closed during 2016 Thanksgiving and Christmas holidays. These additional closures were necessary because of state budget cuts.
- The TRL Computer Sessions Report (*see Attachment #2*) shows the number of 30 minute computer sessions recorded across the library system during FY 15-16 and 1st quarter statistics for FY 16-17. This report represents the first complete year in which we have been able to count accurately and electronically the number of computer sessions at all branches using the Cybrarian software system. In some locations, it is likely that slow and ageing computers are discouraging computer use. Technology upgrades to improve Internet speeds and public computers are in progress and expected before the end of 2017.
- The Mississippi Library Commission has provided materials (*See Attachments #3: Advocacy and Friends in Mississippi*) to all public library directors and asked that we help raise awareness of current law regarding lobbying and advocacy. It is important not to inadvertently step outside the rules as we make our needs known to politicians, city government, and communities during these hard economic times.
- In light of recent state budget cuts, MLC has also provided materials discussing how to create a library foundation as a long lasting source of source of funding which would be less dependent on politics (*See*

Attachment #4: Establishing a Library Foundation). A local library foundation can provide a financial safety net when municipal, county, state, federal funding is low.

- The Appalachian Regional Commission pre-application paperwork for the computer grant is complete and submitted, but we are learning that the federal grant process is very slow. We hope to hear something definitive from ARC in late spring. It has been reported that ARC may see some budget cuts in the future, but the local ARC representatives we spoke with have assured us it will not affect this grant.
- Improvement to our Internet service through the ERATE program is a work has been excruciatingly slow, but we received word from our Mississippi AT&T representative last Thursday that they are pushing very hard to get this project moving as fast as possible.
- In late December 2016, the City of Nettleton purchased the Holland Funeral Home to be the new location for the Dorothy J. Lowe Memorial Library in Nettleton. Steve Holland sold the City of Nettleton the building for \$100,000, although it appraised for \$450,000. The building is beautifully appointed, is in a great location, and will make a wonderful library when everything is finished. Brandon Presley, former Nettleton Mayor & current Mississippi Public Service Commissioner, has assisted current Mayor, Mem Riley, in guiding this project. A local advisory board has been established to assist with the details and to look into ER Carpenter and CREATE grants to help with the cost of remodeling, furniture, cabinets, etc. TRL has transported some extra shelving from headquarters to the new location and we are providing guidance and assistance during this transition. The library will be closed during the week of April 3-7 to move, and VM2 is schedule to assist with moving computers to new location. Temporary Internet service from Maxx South will be installed until our AT&T project is complete, and a projected date to re-open in the new location has been optimistically set for April 10th.
- Federal funding cuts may impact LSTA grant funding for next year, but MLC will not give specifics until later.
- Additional cuts to PIGP funding are expected, but so far we have not received any updates additional cuts to 2nd quarter PIGP funds. It is important to note that when MLC cuts PIGP funds during the last week of a quarter, we have already paid TRL staff for the entire quarter. Essentially we have already spent the funds that were promised but MLC is now cutting those funds. This means that TRL will have to cut something else to make up this money. State Representative, Steve Holland, proposed an amendment to try to force MLC to apply these most recent cuts to MLC, the agency rather than the PIGP, but he was not successful.

FINANCIAL REPORT

Brenda McVay presented the following:

- A report showing TRL's Profit & Loss Budget vs Actual from October 1, 2016 through March 17, 2017. (*See Attachment #5*)

DISCUSSION/ACTION ITEMS

- Approval of all reports submitted by the TRL Director.
 - ***Motion to accept the FY 2016-17 Final Circulation and Computer Users Reports***
 - ***Motion by: Sue Boatman; Second: Faith West***
 - ***Motion passed.***
- Approval of financial reports submitted by the Business Manager.
 - ***Motion to accept Profit & Loss Budget vs Actual FY2016-17 to date***
 - ***Motion by: Faith West; Second: Mary Parish***
 - ***Motion passed.***

EXECUTIVE SESSION

- To discuss Personnel Issues
 - *Motion to go into Session @ 3:09 p.m.*
 - *Motion by: Faith West; Second: Sue Boatman*
 - *Motion passed.*
- Action Taken
 - *Motion to come out of Session @ 3:43 p.m.*
 - *Motion by: Faith West; Second: Sue Boatman*
 - *Motion passed.*

AMENDMENTS TO THE FY 2016-17 BUDGET (See Attachment #6)

Approval of Amended FY 2016-17 Budget

- *Motion to accept Amended FY 2016-17 Budget*
- *Motion by: Faith West; Second: Sue Boatman*
- *Motion passed.*

NEXT MEETING DATE

Tentative date was set for June 5, 2017, at 1:00 p.m.

ADJOURNMENT

- *Meeting Adjourned at 3:55 p.m.*
- *Motion by: Faith West; Second: Nita Wyman*
- *Motion passed.*

Minutes of said meeting are correct and approved:

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BOT Chairman, Nita Wyman

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Tanna Taylor, TRL Director

❖ ATTACHMENTS

- #1 – Circulation Report 2016-17 (Oct – Feb)
- #2 - Computer Users Report 2016-17 (Oct - Feb)
- #3 – Advocacy and Friends in Mississippi
- #4 – Establishing a Library Foundation
- #5 – TRL Profit & Loss Budget vs Actual 2016-17 to date
- #6 – Amended FY 2016-17 Budget