

# **Tombigbee Regional Library System**

## **Board of Trustees' Meeting**

**June 7, 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: Sue Boatman*

*Motion passed.*

### **TRL STAFF REPORT/DISCUSSION ITEMS**

Tanna Taylor presented the following reports and updates:

- An email was received on May 23, 2017, from MLC Director, Susan Cassagne, announcing her retirement at the end of October, 2017. It is hard to see what the future holds for MS public libraries during this transition in leadership. The MLC Board of Commissioners may choose someone to serve as interim director while they search for a new director.
- The Dorothy J. Lowe Memorial Library has opened its doors in the new location this week. Moving wooden shelving took longer than expected. The cabinet maker is in the process of building a circulation desk and the local people are trying to get new shelving built to match the wood shelving that was moved from the old location. We have asked AT&T to install the Internet fiber service in the new location. Brandon Presley received a grant from CREATE that will help with some costs associated with getting the new location up and running. It will also provide for a few more computers for work-force training and a screen and projector for meetings, activities, etc. An open house has been discussed, but the date has not been set.
- AT&T has still not completed our project to upgrade Internet service to libraries which began over a year ago. This week, we made a formal complaint with the Public Service Commission regarding this delay. During our meeting with our AT&T Representative, Tony Warwick, on April 26, 2017, he said our project would be completed and our billing issues would be taken care of in 30 days (May 26<sup>th</sup>). That date has passed, so we will see if the PSC can help speed up the project.
- The Appalachian Regional Commission paperwork process is very slow. We hope to receive our approval notice after September 1st.

- Last week, I applied for 4 LSTA non-competitive grants to supply each county with \$3,000 worth of books (\$12,000) total. Our MLC Consultant, Lacy Ellinwood, was very helpful and we hope to get approval soon.
- The Circulation Report through April (*Attachment #1*) shows an increase for the 2<sup>nd</sup> Quarter of 31,356 verses 1<sup>st</sup> Quarter of \$27,021. There was a reduction in circulation during April which may be explained, in part, by Nettleton's closure to relocate during this time.
- The Computer Use Sessions Report through April (*Attachment #2*) shows Bryan having the highest computer usage so far this fiscal year.

### FINANCIAL REPORT

Brenda McVay presented the following report:

- TRL's Profit & Loss Budget vs Actual from October 1, 2016 through May 31, 2017. (*Attachment #3*)

### DISCUSSION/ACTION ITEMS

- Request for approval to observe July 3<sup>rd</sup> and 4<sup>th</sup> as a holiday. This will serve as a cost savings measure to close Monday and Tuesday. (*Attachment #4*):
  - **Motion to accept the observance of July 4<sup>th</sup> holiday on 3<sup>rd</sup> and 4<sup>th</sup>.**
  - **Motion by: Sue Boatman; Second: Faith West**
  - **Motion passed.**
- Request for approve all reports submitted by TRL Director:
  - **Motion to accept the FY 2016-17 Final Circulation and Computer Users Reports**
  - **Motion by: Faith West; Second: Sue Boatman**
  - **Motion passed.**
- Request to approve all financial reports submitted by TRL Business Manager:
  - **Motion to accept Profit & Loss Budget vs Actual FY2016-17 to date**
  - **Motion by: Faith West; Second: Sue Boatman**
  - **Motion passed.**

### BUDGET/FUNDING FACTS

- Reductions to state funding have made necessary for us to closely examine and evaluate our sources of local funding for TRL libraries and look for ways to improve this situation.
- Analysis of TRL's budget sources has revealed that PIGP funds (state funds) account for a higher than normal percentage of TRL's overall funding when compared with other library systems across the state. Therefore, cuts to state funding is proving to be more difficult to manage for TRL than for library systems with healthy local funding. "How Are State Budget Cuts Are Impacting Public Libraries?" (*Attachment #5*):
- MLC's most recent statistical report showed the following per capita library funding by county for TRL: Choctaw Co. 8.7%, Clay Co. 4%, Webster Co. 3.5%, and Monroe Co. 2.8%. "Tombigbee Regional Library Funding Sources" (*Attachment #8*)
- When the 82 counties in MS are sorted by highest to lowest in per capita county library funding, Choctaw Co. ranks # 23, Clay Co. ranks # 67, Webster Co. ranks #78, and Monroe Co. is dead last. (MS has one library system that is supported without county funds) "Statewide Comparison of County Funding to Mississippi Public Libraries" (*Attachment #6*)
- It is important to consider the impact of Monroe County's low per capita support on TRL's current budget situation because Monroe Co. represents:

- (a) 49% of the overall population served by TRL libraries
  - (b) 50% of TRL libraries (5/10) are located in Monroe Co.
  - (c) 71% of TRL's overall library circulation takes place in Monroe Co.
  - (d) 44.4% of TRL's overall computer use takes place in Monroe County libraries.
- As we prepare budget request materials for our funding partners, it is important to provide accurate and concise information showing how each TRL county's library support compares to other similar counties across Mississippi. We will be asking each county to provide an increase equal to the state reduction for that county for FY17-18. "How Does Monroe County's Library Funding Compare to Similar Size Counties?" (*Attachment #7*)

**EXECUTIVE SESSION**

- To discuss Personnel Issue
  - ***Motion to go into Session @ 2.43 p.m.***
  - ***Motion by: Faith West; Second: Sue Boatman***
  - ***Motion passed.***
- Action Taken
  - ***Motion to come out of Session @ 3:11p.m.***
  - ***Motion by: Faith West; Second: Sue Boatman***
  - ***Motion passed.***

**NEXT MEETING DATE:** Tentative date was set for September 11, 2017, at 1:30 p.m.

**ADJOURNMENT**

- ***Meeting Adjourned at 3:27 p.m.***
- ***Motion by: Nita Wyman; Second: Sue Boatman***
- ***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 – Apr)
- #2 - Computer Users Report 2016-17 (Oct - Apr)
- #3 – TRL Profit & Loss Budget vs. Actual 2016-17 to date
- #4 – Office of the Governor Proclamation
- #5 – “How Are State Budget Cuts Are Impacting Public Libraries”
- #6 – “Statewide Comparison of County Funding To Mississippi Public Libraries”
- #7 – “How Does Monroe County's Library Funding Compare to Similar Size Counties?”
- #8 – “Tombigbee Regional Library Funding Sources”