

Tombigbee Regional Library System

Board of Trustees' Meeting

September 19, 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 member, Mary Parish.

AGENDA

Motion: To adopt agenda for today's BOT meeting

Motion by: Sue Boatman; seconded: Faith West

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:

- We are very grateful to Nita K. Wyman for serving on this Board for the last 10 years. Nita has been so faithful to help us in so many ways. She will definitely be missed. Mrs. Linda Malone will replace Mrs. Wyman as trustee representing Clay County. Mrs. Malone has a Masters' Degree in Library Science from Alabama, is a native of West Point, and has many years of experience as a public school librarian in the West Point City School District. Linda is also a past employee here at the Bryan Public Library and used to operate the TRL bookmobile years ago.
- On September 14, 2017, we received an email resignation notification from our Choctaw County Representation, Mary Parish, effectively on that date. This letter of resignation will be so noted in our minutes.
- TRL has been approved for the ARC grant to purchase new computers. Funds were not available until after September 1, 2017, so we will begin the process of ordering and changing out old equipment as soon as possible.
- AT&T has recently made some progress with our project. AT&T has been very slow to move forward with the project because Choctaw County's private phone company (Delta Telephone) was planning to charge AT&T to cross into their territory. AT&T originally bid to provide service to the libraries there without taking this into consideration. We have been working to get AT&T to complete the project as originally agreed.

- AT&T billing issues continue to be a problem. Apparently, many other public libraries are having the same problem. Last week, MLC asked all public libraries to send information related to this problem in effort to find a solution.

FINANCIAL REPORT

Brenda McVay presented the following report:

- TRL's Profit & Loss Budget vs Actual from October 1, 2016 through September 15, 2017.
(Attachment #1)

MLC'S ANNUAL STATISTICAL REPORT FY15-16 ANALYSIS

- We will soon begin compiling data for the annual statistical report we are required to submit to MLC FY16-17. We have pressed MLC to release statistics sooner to present to our funding authorities. This report can be accessed on MLC's website.
- For years, TRL has not been provided accurate data from two of our Monroe locations: Amory and Aberdeen. In the past, the overall statistical report added an estimation of funds spent at those 2 locations comingled with TRL funds to create an unrealistic picture of TRL finances.
- This year MLC provided us with information showing accurate data from these 2 libraries submitted directly to MLC. (Attachment #2)
- The most recent MLC Annual Statistical Report (Attachment #3) provides a more accurate picture of TRL finances. Our funding authorities will now be able to see accurate data related to TRL spending and revenue.

BUDGET CONCERNS FY17-18

- We have been working to analyze TRL financial data so that we could arrive at a realistic estimate of expenses at each library location. This is important if we hope to provide well-prepared cost estimates for the library services provided by TRL at each location. Any analysis of this nature is somewhat subjective, but we have made every effort to make it as fair as possible. These figures change as revenue changes and expenses change, so we will be working to update and refine this analysis as new data becomes available.

DISCUSSION/ACTION ITEMS

- Request to Amend FY16-17 Budget to Profit & Loss vs Actual as of September 15, 2017):
 - **Motion to amend FY16-17 Budget to reflect current revenue/expenses from TRL's Profit & Loss Budget vs Actual as it currently stands. (Attachment #1)**
 - **Motion by: Cheryl Moore; Second: Faith West**
 - **Motion passed.**
- Request for approve FY 2017-18 Budget:
 - **Motion to approve FY17-18 Budget (Attachment #4)**
 - **Motion by: Faith West; Second: Cheryl Moore**
 - **Motion passed.**
- Request to approve TRL Holidays for Thanksgiving and Christmas:
 - **Motion to approve TRL Holidays: Thanksgiving (Nov. 20-24); Christmas (Dec. 20-Jan. 2); Veteran's Day will be excluded and one day added to Thanksgiving Holiday.**
 - **Motion by: Faith West; Second: Cheryl Moore**
 - **Motion passed.**

NEXT MEETING DATE: Tentative date was set for December 4, 2017, at 1:30 p.m.

ADJOURNMENT

- *Meeting Adjourned at 3:33 p.m.*
- *Motion by: Nita Wyman; Second: Faith West*
- *Motion passed.*

Minutes of said meeting are correct and approved:

• *Faith Craig West*
BOT Chairman

• *Tanna Taylor*
Tanna Taylor, TRL Director

❖ **ATTACHMENTS**

- #1 – TRL Profit & Loss Budget vs. Actual 2016-17 as of September 15, 2017
- #2 - MLC's FY16 Statistics Comparisons of TRL, Amory, and Aberdeen
- #3 – MLC's 2016 Annual Statistical Report Local Funding Report
- #4 – TRL's FY17-18 Approved Budget