

Tombigbee Regional Library System

Board of Trustees' Meeting

January 23, 2018

Andrew Carnegie Conference Room

436 Commerce Street, West Point, MS

Board of Trustees (BOT): Faith West, Linda Malone, Sue Boatman, and Cheryl Moore.

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

CALL TO ORDER

Faith West, Chairperson, called the meeting to order at 1:30pm.

AGENDA

Motion: To adopt agenda as written for today's BOT meeting

Motion by: Cheryl Moore; seconded: Linda Malone

Motion passed.

MINUTES

Motion: To approve minutes of previous meeting as presented

Motion by: Sue Boatman; seconded: Cheryl Moore

Motion passed.

LIBRARY UPDATES/REPORTS

Tanna Taylor presented the following reports and updates:

- We requested and received an extension of for the Appalachian Regional Commission grant for new computers. We experienced some shipping delays during the holidays, but expect to have all computers installed and all documentation completed before the new deadline.
- AT&T continues to move very slowly toward completion of our telecommunications upgrade project. Three locations out of eight (8) are ready to be cut on by our technical team. Billing problems with AT&T persist.
- We recently received notification that C-Spire won the five-year MS state master contract bid for voice and telecommunications services, so we are hopeful that increased competition in this marketplace will bring about an opportunity to deal with someone besides AT&T and eventually better customer service.
- Circulation totals for 2016-17 of 126,509 are down slightly compared to last year's total of 139,477. Statistical reductions are an expected result of having reduced service hours in some locations due to state funding cuts. Also, Nettleton's library was closed for a few weeks during their move to the new location. Last year Monroe County's five library branches made up 71% of TRL's total circulation activity; Webster County's two library branches represented 5%; and Clay County's one location represented 20% of the total. Next year's statistics will reflect Choctaw County's exit from the TRL system. *(See attachment #1)*
- TRL recorded 64,378 computer sessions, which is a slight decrease compared to last year's total of 67,358. Nettleton's total was about the same as the previous year even though they were closed for a few weeks last spring. Considering that FY 16-17 operating hours were reduced and we see more and more people are using free WIFI, computer use totals are good. *(See attachment #2)*

- MLC's Newsletter, "On the Same Page", provides news and insight into what is happening in MS libraries. This Winter Edition contains an article called, "Feels Like Coming Home" from our Interim Executive Director, Sharman Smith. Sharman is working very hard with the Legislature during this session to prevent further cuts to state library funding.
- In January, MLC announced the appointment of Hulen Bivins as their new Executive Director effective March 1, 2018. His service will overlap Sharman Smith's service as Interim Director by a few weeks, providing an opportunity for her to advise and introduce him to the daily routine, staff, and the political duties of MLC. Mr. Bivins comes to the agency with a wealth of knowledge and experience having served as Library Director in TN, South Carolina and North Dakota, and having served as the Assistant State Librarian of Alabama.
- At MLC's Director's Symposium in November, MLC presented the updated Trustee Manual for public libraries. The new manual contains some changes and much-needed updates and is available electronically from the MLC website. Each TRL trustee was provided a printed copy of the revised manual and some of the more important updates were discussed.
- On December 6th, Interim Executive Director, Sharman Smith; Library Development Director, Lacy Ellinwood; and Public Relations Director, Susan Liles, visited TRL headquarters to discuss budget concerns regarding the separation of Choctaw County from TRL. They left with a much better understanding of why and how this happened. MLC offered to facilitate a written agreement between TRL and Choctaw County which would relieve TRL from any future litigation regarding Choctaw County in exchange for Choctaw County being allowed to keep all library materials and equipment currently in their possession.
- On January 22nd, Lacy Ellinwood delivered the "Memorandum of Understanding" which has been signed by the Tombigbee Regional Library, the MS Library Commission, and the Choctaw County Library System. *(See attachment #3)*
- A history of TRL funding was presented using information as far back as 1995. This information shows that TRL county and city funding is not balanced or healthy when compared to other library systems in Mississippi. This data also provides some explanation for why state funding cuts have hurt TRL more than most other library systems in MS.

BUDGET AMENDMENTS FY 2017-18

- When the FY 2017-18 budget was approved in the fall of 2017, we did not yet have official written confirmation of expected payroll supplement increases from Monroe County, the City of Eupora, and the City of Mathiston. The budget revisions presented for approval today reflect those increases. *(See attachment #4)*

DISCUSSION/ACTION ITEMS

- Approval for Final 2016-17 Circulation & Computer Usage Reports
 - ***Motion to accept Final 2016-17 Circulation & Computer Usage Reports***
 - ***Motion by: Cheryl Moore; Second: Linda Malone***
 - ***Motion passed.***
- Approval to Amend FY 2017-18 Budget
 - ***Motion to amend FY 2017-18 Budget***
 - ***Motion by: Linda Malone; Second: Sue Boatman***
 - ***Motion passed.***
- Approval to accept "Memorandum of Understanding" Agreement
 - ***Motion to accept the "Memorandum of Understanding" Agreement***

- *Motion by: Cheryl Moore; Second: Linda Malone*
- *Motion passed.*


NEXT MEETING DATE

Tentative date was set for April 11, 2018, at 1:30 p.m.

ADJOURNMENT

- *Meeting Adjourned at 4:20 p.m.*
- *Motion by: Sue Boatman; Second: Linda Malone*
- *Motion passed.*

Minutes of said meeting are correct and approved:

• 

BOT Chairman, Faith West

• 

Tanna Taylor, TRL Director

❖ **ATTACHMENTS**

- #1 – Final Circulation Report 2016-17
- #2 – Final Computer Usage Report 2016-17 Yr.
- #3 – Memorandum of Understanding Agreement
- #4 – Amended FY 2017-18 Budget