

# **Tombigbee Regional Library System**

## **Board of Trustees' Meeting**

**April 11, 2018**

**Andrew Carnegie Conference Room**

**436 Commerce Street, West Point, MS**

**Board of Trustees (BOT):** Faith West, Linda Malone, and Sue Boatman    Absent, 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: Linda Malone; seconded: Sue Boatman*

*Motion passed.*

### **MINUTES**

*Motion: To approve minutes of previous meeting as presented*

*Motion by: Sue Boatman; seconded: Linda Malone*

*Motion passed.*

### **EXECUTIVE SESSION**

*Motion: To open Executive Session to discuss personnel issues; Time: 1:33 p.m.*

*Motion by: Linda Malone; seconded: Sue Boatman*

*Motion passed.*

*Motion: To Close Executive Session; Time: 1:45 p.m.; no action taken*

*Motion by: Sue Boatman; seconded: Linda Malone*

*Motion passed.*

### **LIBRARY UPDATES/REPORTS**

Tanna Taylor presented the following reports and updates:

- New computers have finally been installed in all locations. VM2 has had some staff turnover which caused some delays, but they are working to get the new equipment working smoothly with all of the library software. The paperwork necessary to finalize the ARC grant will require photos of all installed equipment, lists of serial numbers, and a written narrative explaining how the computers will help our libraries. When the paperwork is complete, the remainder of the grant funds will be released.
- AT&T continues to move very slowly toward completion of our telecommunications upgrade project. Two locations out of eight (8) are not yet ready to be cut on by our technical team. We have made a second complaint with Public Service Commission, and the PSC case worker assigned to our case is pushing hard for completion of the project and a resolution to the persistent billing problems. As a result of this complaint, we were contacted by the Office of the President of AT&T with promises that the problems would be resolved.

- Millie Rodabough recently spoke with Gary Rawsen with ITS to report that AT&T received overpayment from USAC on behalf of TRL. Moving forward, we will use the Bear invoicing method to avoid a situation like this.
- AT&T lost the bid for the new state master contract to provide telecommunications services for schools and libraries last fall. AT&T has filed a dispute with ITS over their awarding of the bid to CSPIRE. ITS is expected to make a decision soon. MLC and ITS have prepared library directors that AT&T will likely file a lawsuit if ITS rules against them. A lawsuit could delay implementation of this new master state contract indefinitely, forcing many public libraries in MS to continue using AT&T's old services until the matter is settled.
- We have handled several requests for information on behalf of Choctaw County's new library system, and we have accommodated most of these requests. Our MLC consultant is also assigned to help the new Choctaw County Public Library Board of Trustees get their library system up and running again. After almost 7 months on their own, there is still no library open in Choctaw County. Our consultant recently called on Choctaw's behalf requesting a digital copy of the Employee Manual. This request was declined after it was confirmed that a paper copy of this document is still in their possession and that the reason for asking for a digital copy was so someone would not have to type so much.
- On another occasion, a CCPL board member called directly and requested financial records of TRL expenditures for Choctaw County exclusively. It was explained to the caller that most TRL expenditures are not billed for each county separately. The caller was then directed to find information related to TRL's overall finances in the audit report that was sent recently to the Choctaw County Chancery Clerk's office. There was a follow-up conversation with our MLC consultant regarding this request in which we agreed to provide a list of general categories of TRL expenditures to our consultant, and she agreed to handle any future requests from Choctaw County.
- The Legislature's appropriation to MLC for FY 18-19 will provide essentially the same funding for PIGP as this year. March revenue has been reported to be down, but is not expected to affect PIGP.
- Blue Cross Blue Shield of MS announced a rate increase for employers effective January 1<sup>st</sup>, 2019. MLC will continue to reimburse this cost to libraries.
- MLC withheld some funds from PIGP during the first part of FY 17-18 to cover any mid-year cuts, and public library directors were promised an additional amount added to the 4<sup>th</sup> quarter payment in June if there are no additional cuts during the year. We have been told to expect approximately \$9853, which should help with our year ending budget balance.
- TRL's policy for personal and sick/medical leave (7.2) has been rewritten changing "sick leave" to "medical leave" to comply with current "best practices" and to match terminology currently used in state law. MS Code Section 25-3-95 establishes limits for accumulated personal and medical leave, based on an employee's level/years of experience. This practice serves as a reward system to encourage employee retention. This policy revision will bring TRL in line with what most other public libraries currently offer.

#### ACTION ITEMS

- Approval to accept Profit/Loss Budget VS Actual October 2017 – March 2018 (*See Attachment 1*)
  - ***Motion to accept Profit/Loss Budget vs Actual***
  - ***Motion by: Linda Malone; Seconded: Sue Boatman***
  - ***Motion passed.***
- Approval to accept Leave Policy Revisions retroactive to October 1, 2017 (*See Attachment 2*)
  - ***Motion to accept the Leave Policy Revisions Effectively on Retroactive October 2017-Present***
  - ***Motion by: Sue Boatman; Seconded: Linda Malone***
  - ***Motion passed.***

#### NEXT MEETING DATE

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

#### ADJOURNMENT

- ***Meeting Adjourned at 2:59 p.m.***
- ***Motion by: Linda Malone; Seconded: Sue Boatman***
- ***Motion passed.***

Minutes of said meeting are correct and approved:

•   
BOT Chairman, Faith West

•   
Tanna Taylor, TRL Director

#### ❖ ATTACHMENTS

- #1 – Profit/Loss Budget vs Actual October 2017 – March 2018
- #2 – Leave Policy Revisions