

# **Tombigbee Regional Library System**

## **Board of Trustees' Meeting**

**July 11, 2018**

**Andrew Carnegie Conference Room**

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

**Board of Trustees (BOT):** Faith West, Sue Boatman, and Linda Malone (remote) Absent, Cheryl Moore  
**Tombigbee Regional Library (TRL) Staff:** Tanna Taylor, Director and Brenda McVay, Business Manager (remote)

### **CALL TO ORDER**

Faith West, Chairperson, called the meeting to order at 1:30pm. It was acknowledged that Linda Malone would be attending the meeting electronically using iPhone's FaceTime technology and Brenda McVay's assistance due to unexpected circumstances.

### **AGENDA**

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

*Motion by Sue Boatman; seconded: Linda Malone*

*Motion passed.*

### **MINUTES**

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

*Motion by Linda Malone; seconded: Sue Boatman*

*Motion passed.*

### **LIBRARY UPDATES/REPORTS**

Tanna Taylor presented the following reports and updates:

#### **AT&T**

- AT&T has finally completed the installation of our telecommunications upgrade project at all TRL locations. AT&T has agreed to resolve the billing dispute on the "old" service by giving TRL a \$400 credit and returning the remainder of the overpayment they received to USAC. The billing dispute on the "new" service account is ongoing and continues to be monitored by a representative from the Northern District Public Service Commissioner's office.
- As previously reported, last fall AT&T lost the bid for the new state master contract to provide telecommunications services for schools and libraries. AT&T has now filed a lawsuit, and public libraries have been told to expect a very long legal dispute.

#### **Mississippi Library Commission**

- TRL's Annual Accreditation Report was submitted in June. TRL's score was exactly the same as last year, so Choctaw County's departure from our system did not impact our accreditation.
- MLC's new executive director, Hulen Bivens, visited in West Point on June 19, 2018. He is taking the next couple of months to visit every library system across the state to identify needs and formulate strategies. During our discussion of audits, he stated that he recommends a full audit every 5 years with a lower level/less expensive audit in between.
- The Personnel Incentive Grant Program (PIGP) award for TRL for FY 2018-2019 will be \$78,012.64.

- PERS has announced an increase in the employer contribution to begin on July 1, 2019, causing an increase in our payroll expenses. Our proposed budget for 2018-2019 does include a calculation to accommodate this increase.
- Blue Cross Blue Shield of MS has announced a rate increase for employers effective January 1<sup>st</sup>, 2019. MLC will continue to reimburse this cost to libraries.

#### Local updates

- Funding requests to city and county governments were sent out last week asking local governments to again provide at least as much funding as last year.
- TRL's meeting with the Monroe County Chancery Clerk and County Administrator in June was very encouraging. They were interested to see the statistical information and informative PowerPoint we prepared and seemed surprised to see that Monroe County is dead last in the entire state for per capita funding for public libraries. They stated that they expected funding would be the same for FY 18-19 as the current year, but also indicated they would be interested in working cooperatively with TRL to craft a new funding agreement in early 2019 after MLC presents recommendations.
- The Profit/Loss vs Expenses Report from October 2017-June 2018 shows that TRL has spent \$9050.12 less than revenue starting into our 4<sup>th</sup> quarter. It is encouraging to see a positive balance at this point in the year, because Choctaw County's departure in October 2017 and unprecedented cuts to state funding have presented enormous financial obstacles during FY 17-18.

#### **EXECUTIVE SESSION/to discuss personnel issue**

*Motion: To open Executive Session to discuss personnel issues; Time: 2:15 p.m.*

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

*Motion passed.*

*Motion: To Close Executive Session; Time: 2:28 p.m.; no action taken*

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

*Motion passed.*

#### **ACTION ITEMS**

- Approval to accept Profit/Loss Budget VS Actual October 2017 – June 2018 (Attachment 1)
  - ***Motion to accept this report and amend FY 17-18 budget to match the Actual column of this report***
  - ***Motion by: Sue Boatman; Seconded: Linda Malone***
  - ***Motion passed.***
- Approval to dispose of 15,742 library materials no longer useful and discarded before October 1, 2017. (Attachment 2)
  - ***Motion to approve the disposal of the items listed***
  - ***Motion by: Linda Malone; Seconded: Sue Boatman***
  - ***Motion passed.***
- Approval of policy and by-law changes necessary to reflect Choctaw County's departure from the Tombigbee Regional Library System and appoint a second representative on the TRL Board of Trustees from Clay County. The new BOT member will serve from October 2018-September 2021 which is the remainder of the term vacated by the former Choctaw County representative. (Attachment 3)
  - ***Motion to approve these changes to the TRL policy and By-laws***
  - ***Motion by: Linda Malone; Seconded: Sue Boatman***
  - ***Motion passed.***

- Approval to close 5.5 additional days during the 2018 holidays.
  - **Motion to approve the following holidays: Thanksgiving November 19-23, 2018 and Christmas from December 24, 2018 through January 2, 2019.**
  - **Motion by: Sue Boatman; Seconded: Linda Malone**
  - **Motion passed.**
  
- Approval to use Mitchener, Stacy, Thomas, & Associates for electronic bill pay whenever possible. The costs associated with this service have been included in the budget proposal for FY 18-19.
  - **Motion to approve the use of Mitchener, Stacy, Thomas, & Associates for electronic bill pay.**
  - **Motion by: Sue Boatman; Seconded: Linda Malone**
  - **Motion passed.**
  
- Approval of the proposed FY 18-19 budget based on current best estimates of revenue for FY18-19. (Attachment 4)
  - **Motion to approve the proposed budget for FY18-19.**
  - **Motion by: Linda Malone; Seconded: Sue Boatman**
  - **Motion passed.**

**NEXT MEETING DATE**

Tentative date was set for October 23, 2018 at 1:30 p.m.

**ADJOURNMENT**

- **Meeting Adjourned at 3:07 p.m.**
- **Motion by: Linda Malone; Seconded: Sue Boatman**
- **Motion passed.**

Minutes of said meeting are correct and approved:

- *Sue Boatman* *Temporary Chairman*  
BOT Chairman, Faith West *10/23/2018*
  
- *Tanna Taylor*  
Tanna Taylor, TRL Director

❖ **ATTACHMENTS**

- #1 – Profit/Loss Budget vs Actual October 2017 – June 2018
- #2 – List of items for disposal
- #3 – Changes to TRL policy and By-laws
- #4 – FY 18-19 Budget