

# Tombigbee Regional Library System

## Board of Trustees' Meeting

October 23, 2018

Andrew Carnegie Conference Room

436 Commerce Street, West Point, MS

**Board of Trustees (BOT):** Linda Malone, Sue Boatman, Pat Hall    Absent, Nita Wyman and Faith West

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

### CALL TO ORDER

In the absence of BOT Chairperson, Faith West, the meeting was called to order at 1:30pm by Tanna Taylor. The new TRL Trustee from Nettleton, Pat Hall, was introduced and welcomed; and Linda Malone made a motion to appoint Sue Boatman to preside over the meeting. Pat Hall seconded and the motion was approved.

### 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: Linda Malone; seconded: Sue Boatman*

*Motion passed.*

### LIBRARY UPDATES/REPORTS

Tanna Taylor presented the following reports and updates:

- AT&T:
  - The installation of the telecommunications project is finally complete, but all AT&T billing issues have not been resolved. The most recent billing statement (October) does show some corrections, but it still isn't entirely accurate. TRL has been promised a refund of \$400 for overpayment on the old service account, and we expect that very soon. We will continue to insist that AT&T make appropriate corrections to the new service billing.
  - AT&T's legal dispute with ITS over their awarding of the bid to CSPIRE is still in the courts.
- MLC newsletter:
  - The MLC newsletter provides information about MLC and public library activities across the state.
  - The Directors' Symposium will be held November 8-9 at MLC in Jackson, and we are expecting information regarding new contractual agreements to be discussed.
- FY Year Ending Reports: Circulation, Public Computer sessions, WIFI sessions, and Library Activity report
  - FY 17-18 represents the first full year that the 2 libraries in Choctaw County were not a part of TRL. The library at Weir is listed here because it remained open and recorded some activity for a few days after October 1, 2017.
  - Circulation increased (over FY 16-17) at Bryan, Mathiston, and Nettleton, but decreased slightly at Amory, Evans, Eupora, Hamilton, & Wren. It should be noted that during the change over to the new Internet service, interruptions to service impacted the computer circulation system at each location. Librarians did check out materials "by hand" but the data may not have been entered in the system when service was restored.
  - Computer use and WIFI activity at each library location is counted electronically using MLC's standard where each 30 minute session = 1 session.

- Profit/Loss vs Actual October 2017-September 2018
  - Considering all of the challenges and uncertainties TRL faced during FY17-18, we are very proud and pleased to report that we managed to come in slightly under budget largely because Brenda has worked very hard to negotiate the best price everywhere possible.
- FY 18-19 Budget
  - This budget was approved at the BOT meeting in June using our best estimates at that time. We have asked many of the vendors we work with to reevaluate our price without Choctaw County, and some have agreed to reduce our cost slightly for FY 18-19.
  - Ancestry has agreed to reduce our cost slightly, and we are very grateful that Amory has again agreed to pay this subscription for TRL libraries.
  - FY 18-19 bills for many of these yearly expenses are just now coming in, so we expect to be able to make some budget revisions for your approval at the next BOT meeting.

#### **ACTION ITEMS**

- Approval the final FY 17-18 budget (*Attachment 1*)
  - ***Motion to accept the Actual column of the Profit/Loss Budget vs Actual statement as the final FY 17-18 budget***
  - ***Motion by: Linda Malone; Seconded: Pat Hall***
  - ***Motion passed.***
- Approval to dispose of the equipment listed (*Attachment 2*)
  - ***This list consists of outdated computers, monitors, keyboards, CPU's, and other computer related equipment replaced by Appalachian Regional Commission grant funds. All items on this list are no longer useful.***
  - ***Motion to dispose of the items listed***
  - ***Motion by: Linda Malone; Seconded: Pat Hall***
  - ***Motion passed.***
- Approval of the previously presented FY 17-18 final reports: Circulation, Public Computer Use, WIFI use, and Activity (*Attachments 3-6*)
  - ***Motion by: Linda Malone; Seconded: Pat Hall***
  - ***Motion passed.***

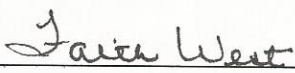
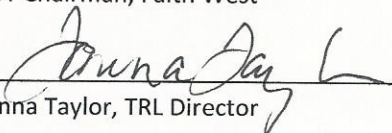
#### **NEXT MEETING DATE**

Tentative date was set for January 15, 2019, at 1:30 p.m.

#### **ADJOURNMENT**

- ***Meeting Adjourned at 3:05 p.m.***
- ***Motion by: Sue Linda Malone; Seconded: Pat Hall***
- ***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