

Tombigbee Regional Library System

Board of Trustees' Meeting

January 15, 2019

Andrew Carnegie Conference Room

436 Commerce Street, West Point, MS

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

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

CALL TO ORDER

The meeting was called to order at 1:30pm by Faith West, Chair.

AGENDA

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

Motion by: Nita Wyman; seconded: Sue Boatman

Motion passed.

MINUTES

Motion: To approve minutes of previous meeting as presented

Motion by: Sue Boatman; seconded: Linda Malone

Motion passed.

LIBRARY UPDATES/REPORTS

Tanna Taylor presented the following reports and updates:

- Telecommunications:
 - AT&T's legal dispute with ITS over their awarding of the bid to CSPIRE is still in the courts and in the hands of the judge. Rodabough Education Group took bids for service, but the prices were not any better than the current prices.
 - Billing has improved and each month it gets a little closer to correct billing from AT&T.
 - In spite of the problems with AT&T, our decision to install this new service was still a very good decision. Libraries that are still using the old MPLS (MLC) network are paying way too much for terribly slow Internet service.
- WIFI access and downloading:
 - There have been a few requests by TRL libraries to cut off WIFI service at night because of security concerns. TRL & USAC pay for this service 24/7, but currently USAC does not have a rule that prohibits this. We have allowed the local librarian and the local community to decide about this based on local safety concerns and asked them to post a sign to that effect.
 - Recently VM2 notified that they had been contacted by CSpire with their concerns about some illegal downloading of videos using the library network. CSpire said they could cut off service if it does not stop, so VM2 has increased security on the network.
- Federal Funding:
 - Federal funds to MS public libraries through MLC has been cut as a result of the state budget cuts since 2016. This reduction to Mississippi's Maintenance of Effort (MOE) will result in MLC receiving \$355,000.00 less federal dollars than the previous year. MLC is asking the Mississippi Legislature to make up this amount in the appropriation for FY 19-20.
 - MLC is asking us to contact our MS Legislators to stress the importance of increased funding for public libraries.
- Profit/Loss vs Actual October –December 2018:

- Overall spending is within normal limits at this time of the year. Amory's gift for Ancestry.com is much appreciated, and the payroll expenses for the first quarter are less than 25%, which is good.
- Contractual agreements:
 - MS Public Library Directors gathered in November for their annual meeting. Legal considerations and updating library funding agreements was the focus of this 2 day meeting. Experts in library law conducted the sessions, and we received a template for creating a new agreement.
 - The part of the agreement that addresses financial support is always the difficult part of negotiations so we will need board support as we go through this process.
 - Board members were provided a handout with information about local support in the county they represent.
- Accounting/Audit/Banking:
 - It is audit time and we are planning to go with a full audit again this year. MLC has notified libraries that it is acceptable to use one of the lower levels of audit most years and do a full audit every 3-5 years. This will be a money saving measure.
 - An operating bank account was set up at Renasant Bank to facilitate payroll direct deposit, auto bill pay, and digital bill pay. Renasant has promised their system would be updated to work with the online version of Quickbooks, but so far this has not happened.
 - We will be asking you to approve moving this account to Bancorp South because their system is already set up to work with online Quickbooks.
 - We can keep the main account at Renasant and consolidate it with the account previously called "unemployment". We are not required to have a separate account for unemployment funds.
 - Once this system is fully functional, BOT members and the TRL Director can log in see transactions, but will not be able to make changes.
 - We will be able to utilize electronic checks and automatic payments whenever possible.
 - This system will provide more oversight over funds than has previously been possible.
- FY 18-19 budget:
 - The current FY 18-19 budget was approved in June 2018, and there have been some changes since then.
 - Amory provided the funds to pay for Ancestry.com, so that freed up some funds for other expenses. Some expenses have changed such as insurance, and there have been some staff changes that we were not aware of in June 2018.
 - We will be asking the board's approval of the amended budget.

EXECUTIVE SESSION/ to discuss a personnel matter

Motion: To go into Executive session to discuss a personnel issue: time 3:04 pm

Motion by: Sue Boatman; seconded by Nita Wyman

Motion passed.

Motion: To close Executive session: time 3:14 pm

Motion by: Linda Malone; seconded by Nita Wyman

Motion passed.

No action taken.

ACTION ITEMS

- Approval of amended FY 18-19 TRL Budget (*Attachment 1*)
 - ***Motion to FY 18-19 budget***
 - ***Motion by: Pat Hall; Seconded by: Linda Malone***
 - ***Motion passed.***
- Approval of Profit/Loss vs Actual October-December 2018 (*Attachment 2*)
 - ***Motion to approve report***

- **Motion by: Nita Wyman; Seconded: Pat Hall**
- **Motion passed.**
- Approval to consolidate the regular TRL bank account with the unemployment account at the Renasant Bank and open an account at Bancorp South to work with Quickbooks online, electronic bill pay, and direct deposit.
 - **Motion by: Sue Boatman ; Seconded: Linda Malone**
 - **Motion passed.**

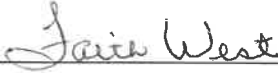
NEXT MEETING DATE

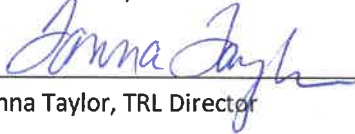
Tentative date was set for June 18, 2019, at 1:30 p.m.

ADJOURNMENT

- **Meeting Adjourned at 3:20 p.m.**
- **Motion by: Sue Boatman; Seconded: Linda Malone**
- **Motion passed.**

Minutes of said meeting are correct and approved:

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BOT Chairman, Faith West
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Tanna Taylor, TRL Director

❖ **ATTACHMENTS**

- #1 – FY 18-19 Budget (amended)
- #2 – Profit/Loss vs Actual October-December 2018