



Administrative Board of Trustees Meeting Minutes

Date: October 12, 2020
Time: 10:00 am

Location: Attala County Library
Meeting Room

A regularly scheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Monday October 12, 2020 in the Attala County Library Meeting Room. Trustees in attendance were: Rhonda Porter, Winston County (teleconference), Martha Ramzy, Leake County (teleconference), and Terry Jones, Attala County. Also in attendance were staff members: Tammy Bell, System Business Manager; and Josh Haidet, System Executive Director.

CALL TO ORDER...

Rhonda Porter, Board Chair, called the meeting to order.

SETTING THE AGENDA...

Mrs. Porter asked if there were any additions to the agenda. As there were none, the agenda was set.

APPROVAL OF MINUTES...

Mrs. Porter asked if there were any additions or revisions to the minutes of the August 10, 2020 board meeting. There were none. Martha Ramzy made a motion to approve the minutes of the meeting as presented. Terry Jones seconded, and all were in favor.

PUBLIC COMMENTS...

Mrs. Porter asked if there were any public comments. There were none.

REPORTS...

A. Financial Report - Tammy Bell, MMRLS Business Manager

Terry Jones made a motion to approve the financial report, and Martha Ramzy seconded. All were in favor.

B. Director's Report - Josh Haidet, MMRLS Executive Director

(See attached director's report)

OLD BUSINESS...

A. Board Attorney

Director Josh Haidet reported that the system had yet to find a board attorney, though with current circumstances it had not been made a high priority. He hoped to resume the search soon.

B. Fines

Next Mr. Haidet reported on the progress of waiving fines which had accumulated prior to August 1st, 2017 as approved by the board at the previous meeting. The director reported that a total of \$180,306.98 in fines had been waived.

Next, he reported that 9,979 inactive patrons were also removed from the system's ILS. The director commented that these patrons had not used their library card in over 10 years.

Finally, the board discussed the system's current policy of waiving overdue fines due to COVID-19. After discussion, Terry Jones made a motion to again begin charging overdue fines on January 1, 2021. Martha Ramzy seconded, and all were in favor.

NEW BUSINESS...

A. Discarded Equipment Report

Martha Ramzy made a motion to approve the report as presented. Terry Jones seconded, and all were in favor.

B. FY2021 Meeting Schedule

The board next viewed the proposed FY2021 MMRLS Meeting Schedule, which included the dates for all MMRLS Board and Staff meetings for the fiscal year. The schedule also mentioned that, until further notice, all system meetings were going to be held virtually or via conference call due to COVID-19. Martha Ramzy made a motion to approve the meeting schedule with the understanding that all relevant parties would be informed of any changes that may be necessary throughout the year. Flora Pilgrim seconded, and all were in favor.

C. MMRLS FY2021 System Operating Budget

Next the board reviewed the proposed FY2021 System Operation Budget. Mr. Haidet reviewed the budget summary page which outlined significant changes from the prior year's budget. After discussion, Martha Ramzy made a motion to approve the budget as presented. Terry Jones seconded, and all were in favor. Martha Ramzy next made a motion to approve the FY20 budget overage transfers as presented on page 5 of the FY21 system budget. Terry Jones seconded, and all were in favor.

D. FY2021 Board Chair

The board next considered the election of the board chair for FY2021. Martha Ramzy made a motion to name Rhonda Porter board chair for the fiscal year, and Terry Jones seconded. All were in favor.

ADJOURNMENT...

Board Chair Rhonda Porter asked if there was any further discussion needed before the meeting was adjourned. As there was none, Terry Jones made a motion to adjourn the meeting, and Martha Ramzy seconded. All were in favor.

NEXT SCHEDULED MEETING:

January 25, 2021 at the Attala County Library



1/25/21

Josh Haidet, Administrative Board Secretary

Date



Administrative Board of Trustees Director's Report

Date: October 12, 2020 *Location:* Attala County
Time: 10:30 am Library Meeting Room

New Kilmichael Librarian

- Lisa Breazeale has been hired as the new librarian of the Kilmichael Public Library. Her first day was September 8th. Lisa has run her own business for several years and has been both an avid user of the Kilmichael Library and an active member of their friends of the library organization, even serving as its president when she was hired. Lisa resides in Kilmichael, and received recommendations from the town's mayor Bobbie Howell, Montgomery County Chancery Clerk Ryan Wood, and former Kilmichael librarian Kerri Varnes.

New eResource

- MMRLS has signed a one-year contract with a company called Brainfuse at a cost of \$8,500.00 for their online "HelpNow" and "JobNow" services.
- The main selling point of Brainfuse is the access they provide for students to live virtual tutors. Using their library card number, our patrons can login from between 2pm and 11pm, select their grade level and subject, and receive virtual assistance in subjects such as Math, Reading, Science, Writing, and more.
- Other features of the HelpNow service include test prep, customizable flash cards, collaborative online meeting rooms, and other study tools, all of which are available 24/7.
- JobNow provides those seeking to find a job with access to live resume, interview, and career counseling assistance, again between 2pm and 11pm. There are also resume templates, and other resources meant to assist job seekers.
- To get the word out about HelpNow, we have contacted all our area schools and sent flyers or email content where appropriate to ensure that all students know of this new resource.
- Since our Brainfuse subscription started in late September, we were able to use funding already allocated to eResources for FY20 to pay for the service.

New eBook Vendor

- On October 1st, MMRLS completed the transition from Axis360 to cloudLibrary.
- So far, patron feedback has been very good. There have been a few issues with a huge update the app received right after we switched. Customer service has been responsive about these issues.
- MMRLS owns about 2,000 eBook titles all of which are now available on cloudLibrary, in addition to the thousands of additional titles offered by cloud.
- Beginning October 7th, The Library of Hattiesburg, Forest, and Petal Counties will be joining MMRLS in a "cloudLink" partnership, hosted by cloudLibrary. This means that MMRLS patrons will then also have access to titles that have been purchased by Hattiesburg, and vice versa.

Square Registers

- The installation of Square Registers has been completed at seven MMRLS locations. These registers allow our customers to utilize credit card payments for library services and fees.
- As of this writing, we have collected \$654.95 in credit card payments system wide in just over a month of operation, and two months at Attala.

Library Card Sign-Up Month

- September was National Library Card Sign-Up Month, and MMRLS advertised our new card designs, and of course our many new services available with our library card.
- Patrons can come in and “upgrade” to the new card design at no cost (though they can also keep their old card if they would like) until the end of the year.
- Though we are not able to count how many of our current patrons upgraded to our newly designed cards, we do know that we registered 180 new patrons during the month of September, 84 of which were digital library cards.

COVID-19 Update

- Our library system is continuing to take every precaution to combat the spread of COVID-19.
- On September 30th, the Governor decided not to extend the statewide mask mandate. However, MMRLS libraries will continue to require both staff and patrons to wear masks until further notice in accordance with our phase 3 reopening plan.
- Some aspects of the plan are currently be reevaluated based on our experiences over the past several months. These minor changes will be announced at our upcoming virtual staff meeting on October 23rd, and librarians will have the chance to give their own input, as always, before the plan is finalized.

CSpire State Contract

- We were notified by the library commission in early September that Contract 5000 (the CSpire statewide contract) had been signed. As details are still being worked out, we don't know a lot about it beyond this fact.
- It's our continued hope that CSpire will be providing faster internet speeds to our locations at a significantly reduced cost.

Branch Updates

Leake County:

- Carthage Clerk Norma King recently passed one year of service with our library system. She received a .50 cent per hour increase. Ms. Norma has been doing a very good job for the Carthage-Leake County Library.
- The Walnut Grove Public Library has been experiencing periodic issues with its internet. As usual, AT&T is the culprit, though we have not been told what the issue is exactly.

Montgomery County:

- The Winona-Montgomery County Library recently had their new DVD return box installed. This box will allow patrons to return DVDs outside, 24 hours a day, 7 days a week.
- The Kilmichael Public Library is the second in our system to be “fully open.” No floorplan modifications were required to accomplish the reopening. Patrons who browse the stacks are instructed to use hand sanitizer and place unwanted items on carts to be sanitized.

Holmes County:

- One of the columns at the Goodman Public Library collapsed towards the end of July due to rot. Librarian Jennette Moore had already been in contact with the town several times about the poor condition of the columns and had even gotten an estimate on repair work.
- In late September, work was completed on the new columns. Below there are pictures of the fallen column and new columns.



- The Pickens Public Library was the first library in our system to “fully reopen” after a reset of their floorplan. So far there have been minimal issues with the reopening. New Librarian Maureen Thompson has been working hard to improve the library. She has a lot of ideas and is trying new things to help the community and promote the library.
- There was a roof leak at the West Public Library on September 24th. Several DVD cases were damaged by the water and will need to be replaced. The leak also affected the town hall next door. We have been told that repairs are underway to prevent future issues.
- Leaks also continue at the Tchula Public Library, and in particular the meeting room, though a leak also comes and goes near the magazine area. Librarian Ann Polk said she planned to talk to new Holmes County Supervisor Alfonso Greer about the leaks to see if he would be able to help.

Winston County:

- The Winston County Library held a blood drive on September 30th. The drive saw 24 people come to give blood.
- Branch Services Coordinator Lisa Ramage and Winston Librarian Beth Edwards have been working on moving and organizing some of the library's archival materials such as newspapers, magazines, photographs, scrapbooks and more. We have purchased new archival boxes to house these materials in order to better protect them and make everything easier to find.

Attala County:

- Attala clerks Jerri Fountain and Myriam Gortney recently completed an online version of the Mississippi Library Commission's Librarianship 101 training. This training provides information related to the library commission, as well as library law, programming, and more.
- Roof leaks continue at the library. It is now thought that, in addition to all the other issues, there are termites in the foam barrier of the roof. It is in fact possible that the termites are the cause of many of the other issues.
- We have repeatedly reported seeing termites to the county in HQ offices over the past 2+ years.
- The county has had contractors come over to assess the damage. We have not heard any further updates, other than our county maintenance man who says that they are exploring basically a temporary fix until some other projects are completed.
- We are preparing to do a reset of the floor plan at Attala (see attached). This will take some help from the county, which has agreed to drop additional power into the current Children's area and add a door into the current computer lab.
- While all our requests were not granted, I am grateful that the county agreed to any of our requests considering the position they are in with the roof.
- This reset is going to be a lot of work. It will also necessitate the purchase of some new furniture. There are funds in reserve for this purpose.

Other Updates:

- After cancelling June meetings due to COVID-19, MMRLS Advisory Board Meetings scheduled for November will be held virtually and via conference call, similar to our admin board meetings.
- Several MMRLS staff members will be attending the 2020 Mississippi Library Association Conference being held virtually from October 13 – 16th. Marketing and Access Coordinator Brandon Cain is presenting a session entitled "Building a Brand" on the first day of the conference. He is also starting a marketing "round table" group in the association.
- Curbside services continue at five MMRLS locations. The library system has filled 1,311 curbside requests since July, with the majority of these coming at the Attala County Library (1,052) followed by the Winston County Library (202). Many Attala patrons have requested that we continue the service even after the pandemic.
- Four MMRLS branch locations will act as polling places for the upcoming November elections. Two locations, the Winona-Montgomery County Library and Lexington Public Library, will need to close for the day due to a combination of lack of space and COVID-19 precautions.