



Administrative Board of Trustees Meeting Minutes

Date: January 24, 2022
Time: 2:00 pm

Location: Attala County Library John D Sanders and Zemuly Weeks Sanders Historical & Genealogical Room

A regularly scheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Monday, January 24, 2022 at the Attala County Library. Trustees in attendance were: Rhonda Porter, Winston County, Lee Branch, Montgomery County, Martha Ramzy, Leake County, Flora Pilgrim, Holmes County, and Terry Jones, Attala County (teleconference). Also in attendance were staff members: Tammy Bell, System Business Manager, and Josh Haidet, System Executive Director.

CALL TO ORDER...

Flora Pilgrim, Board Chair, called the meeting to order.

SETTING THE AGENDA...

Flora Pilgrim asked if there were any additions to the agenda. As there were none, the agenda was set.

APPROVAL OF MINUTES. . .

Flora Pilgrim asked if there were any additions or revisions to the October 12, 2021 board meeting minutes. There were none. Rhonda Porter made a motion to approve the meeting minutes as presented. Martha Ramzy seconded, and all were in favor.

PUBLIC COMMENTS...

Flora Pilgrim asked if there were any public comments. There were none.

REPORTS...

- A. FY2021 MMRLS Audit Report: Kenny Dungan, CPA – Watkins, Ward, and Stafford, PLLC**
Director Josh Haidet reported that Mr. Dungan was unable to make the meeting due to a death in his family and that the report would be rescheduled for the next meeting in April. The board expressed its sympathies to Mr. Dungan and his family.
- B. Financial Report - Tammy Bell, MMRLS Business Manager**
- C. Director's Report – Josh Haidet, MMRLS Executive Director**
(See attached director's report and circulation report)

EXECUTIVE SESSION

Rhonda Porter motioned the board to enter an executive session to discuss a personnel matter. Martha Ramzy seconded, and all were in favor.

Next, Martha Ramzy motioned to return to the regular meeting, and Rhonda Porter seconded. All were in favor. No action was taken as a result of the executive session.

NEW BUSINESS...

A. Incentive Payment Waiver Requests

The board next discussed two waivers for the incentive payment. Rhonda Porter motioned to allow a waiver for the December 3rd MMRLS Staff Meeting to Ann Breedlove due to a family emergency. Martha Ramzy seconded, and all were in favor. Rhonda Porter then motioned to allow a waiver for Tammy Bell for the March 4th MMRLS Staff Meeting due to a planned medical procedure. Martha Ramzy seconded, and all were in favor.

B. Server Replacement

Next, the board discussed a bid for four servers needed throughout the system (see attached). After review, IT Coordinator Michael Davide determined that the bid from ITSavvy for \$15,115.96 met the system's "lowest and best" bid criteria. Martha Ramzy motioned to approve the bid, and Rhonda Porter seconded. All were in favor.

C. Discarded Equipment

Next on the agenda was the discarded equipment report (see attached). After review, Martha Ramzy motioned to approve the report, and Rhonda Porter seconded. All were in favor.

D. Ramzy Fund Disbursement

Mr. Haidet next reported that, according to the original fund agreement signed in 1995, it is the administrative board's responsibility to approve any expenditure of the interest gained from the principle of the Ramzy Endowment Fund (\$60,000). This year's interest was \$361.00. Rhonda Porter made a motion to disburse the funds, and Lee Branch seconded. All were in favor. Mr. Haidet mentioned that the endowment board would now approve the exact disbursement at the next Leake County Advisory Board meeting in February.

E. MMRLS Draft Employee Guide

The board was next presented with the final draft of the new MMRLS Employee Guide. The director reported that the updated guide reflected current law and relevant policy to the best of the system's ability. The guide was written by adapting a template provided by the Mississippi Library Commission to the needs of MMRLS, and by including and adjusting parts of the State of Mississippi Personnel Guide, the library's previous employee guide, and policies from other libraries throughout the country. The guide was then thoroughly reviewed by relevant headquarters staff members and the system board attorney Mr. Carey Varnado, with additions and alterations occurring throughout the process based on feedback from these individuals.

After a thorough review and discussion, Rhonda Porter voted to approve the draft with two changes, and Lee Branch seconded. All were in favor. The board gave the director latitude on the effective date of the new guide, which he said would be in the coming weeks or months depending on the work required to inform the staff and implement changes.

ADJOURNMENT...

Board Chair Flora Pilgrim asked if any further discussion was needed before the meeting was adjourned. As there was none, Rhonda Porter motioned to adjourn the meeting, and Lee Branch seconded. All were in favor.

NEXT SCHEDULED MEETING:

April 11, 2022 at the Attala County Library.



4/11/22

MMRLS Administrative Board Secretary

Date Approved

Administrative Board of Trustees Meeting

January 24, 2022

Agenda

- Set Agenda*
- Approval of Minutes
- Reports
 - FY2021 MMRLS Audit Report: Kenny Dungan, CPA – Watkins, Ward and Stafford, PLLC
 - Financial Report: Tammy Bell, Business Manager
 - Director's Report: Josh Haidet, Executive Director
 - Statistical Report
- Old Business
- New Business
 - a. **Incentive Payment Waiver Requests*
 - Ann Breedlove
 - Tammy Bell
 - b. **Server Replacement*
 - c. Discarded Equipment
 - d. Ramzy Fund Disbursement
 - e. MMRLS Draft Employee Guide
- Adjournment

Agenda

- Set Agenda
- **Approval of Minutes**
- Reports
- Old Business
- New Business
- Adjournment

Agenda

- Set Agenda
- Approval of Minutes
- **Reports**
- Old Business
- New Business
- Adjournment

Director's Report

System Update

- Checking accounts closed at smaller branches
- Staffing Change
- Library Children's Mascot

Director's Report

System Update

- Checking accounts closed at smaller branches
- COVID Update
 - 14 employees have been out for at least one day due since the first of the year due to COVID and/or flu-like symptoms
 - 9 employees have used Administrative Leave, again, since the first of the year

Director's Report

System Update



• Staffing Change

- Goodman Librarian Jennette Moore retired from the system in December after nearly 10 years of service with the system
- Ms. Jennette was an outstanding librarian, and will be missed
- Her replacement, Rachel Floyd, started work December 16th
- Rachel is a long-time patron of the Goodman Public Library, and several other of our library branches.
- She was previously a sales rep for Osborne Books and More

Director's Report

System Update

- Children's Mascot
- Collaborative project with our Marketing and Youth Services Coordinators
- Working with KB Creative in Kosciusko
- A fun character to represent our children's services



Director's Report

System Update



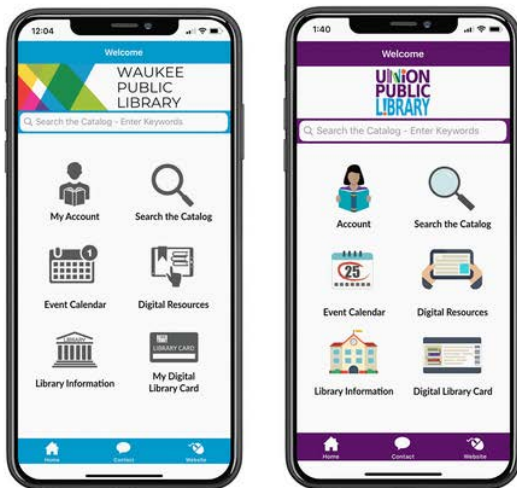
Director's Report:

System Updates

App Update

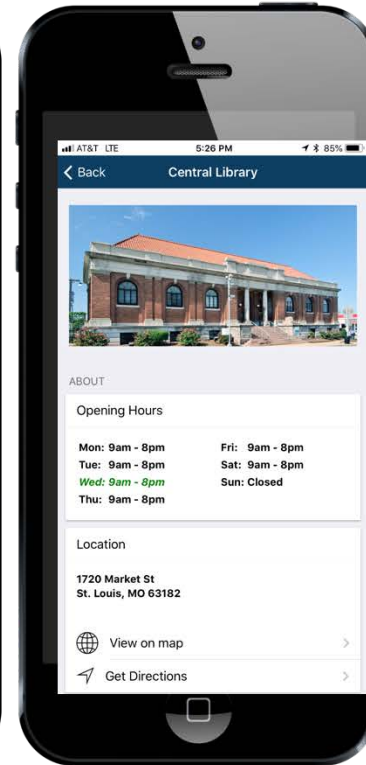
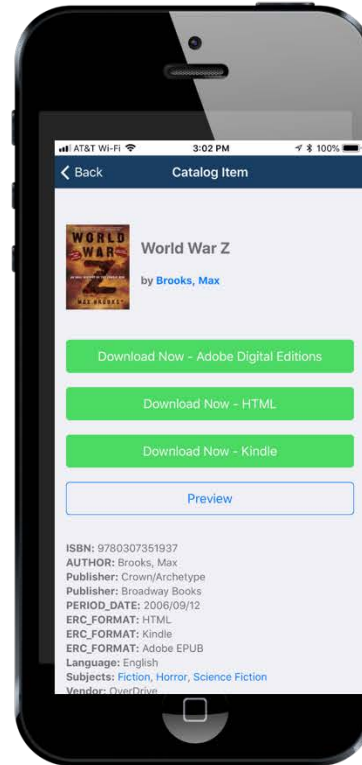
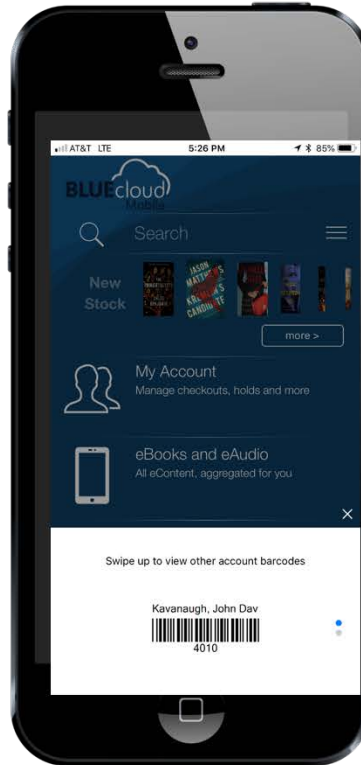
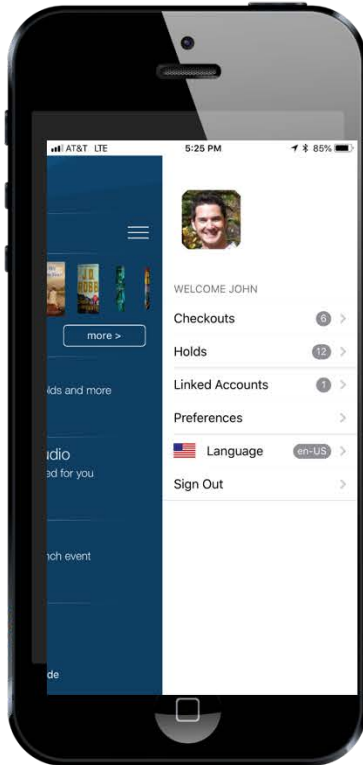
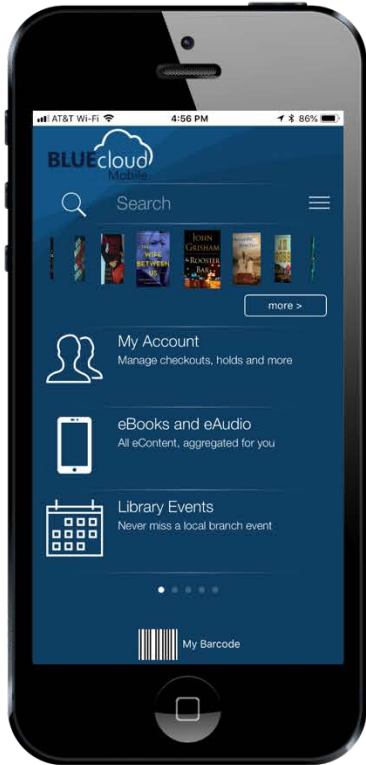
Need a simpler solution?

CapiraReadySM



CapiraReady is ready to launch off the shelf. Simply choose from predesigned templates and add basic information about your library and services. Users can quickly engage by searching your catalog, using a digital library card, viewing your events calendar, and so much more.

[Watch a CapiraReady demo](#)



Director's Report

System Updates

Mobile Library Update

- October: Build date is estimated to be May of 2022
- 12/15/21: Build date updated to the week of January 3rd
- 1/15/22: Van has been built and shipped



Director's Report

System Updates

Mobile Library Next Costs

999.00 Partition
258 Door option

6359 V2 1100lb Tommy Gate Platform Lift: Platform 47" x 69"

390 1/2" Plywood Floor
255 Unistrut Wall tie down system

Also payable with grant:

- Shelving (\$2,000 - \$3,000)
- Book trucks (\$3,000 - \$4,000)
- Van wrap (\$4,000-\$5,000)
- "Starter collection" (\$7,000)

All grant funds must be expended by May 31, 2022

Director's Report:

System Updates

Attala County

Attala County Library
 January 3 at 2:20 PM · 🌐

10-year-old Cy Chennault of Kosciusko, MS displays his Lego Sets at the library for National Lego Day: January 28th.

61
 13 Comments 12 Shares

Attala County Library
 December 17, 2021 at 11:29 AM · 🌐

The Attala County Library Hosted Storytime: Thursday, December 16th. Those in attendance listened to Mrs. Charla read a book & tell a story, rang jingle bells, had their own hippo puppets to dance around with during "I want a hippopotamus for Christmas", watched a puppet show, made an ornament & made stuffed animals.

Stay tuned for dates of upcoming Storytimes

14
 2 Comments

Director's Report:

System Updates

Holmes County



Goodman Public Library

December 30, 2021 at 9:19 AM · 🌐



Mayor of Goodman, Ricky Anderson says farewell and best wishes on Mrs Jennette Moore's retirement and welcomes new librarian Rachel Floyd.



👍👍 21

3 Comments 4 Shares



Goodman Public Library

November 30, 2021 · 🌐



Ms. Smart is showing appreciation for being one of the Reading Fair Judges at Goodman-Pickens School. All students did a Great Job!!



👍👍 5

2 Shares

Director's Report:

System Updates

Holmes County

 Durant Public Library
November 30, 2021 · 🌐

The Book Return has returned!



New and Improved!

  6

2 Comments 3 Shares

Director's Report:

System Updates

Holmes County

 **Pickens Public Library**
December 23, 2021 at 11:49 AM · 🌐

Precious Prints Daycare at the Pickens Public Library. They seem to really enjoy it. They made their own stuffed animals.



  8

1 Comment

Director's Report: System Updates Leake County

Walnut Grove Public Library
January 3 at 7:24 PM · 🌐

Souper Tuesdays are back at the Walnut Grove Public Library!!!

WALNUT GROVE PUBLIC LIBRARY
SOUPER TUESDAYS
EVERY TUESDAY IN JANUARY!!!
3:00-UNTIL

STOP BY EVERY TUESDAY AFTERNOON TO TASTE A DIFFERNT SOUP!!!

👍❤️ 9 9 Shares

Carthage-Leake County Library
December 16, 2021 at 11:08 AM · 🌐

Dewey and Scout have been hiding around the library and keeping an eye on everyone for Santa. They are no match for these elf hunters who have found them! 🎄📖 #libraryfun #MMRLS Today they came out of hiding to do a storytime for the animals 🐾🐱

ELF STORYTIME
READING IS FOR EVERYONE!
Squirrels with Dinos and Ostrif

Dewey and Scout
The Christmas Elves
have returned!

I FOUND THE ELF

I FOUND THE ELF

+7

👍❤️ 12 1 Comment 3 Shares



Director's Report:

System Updates

Montgomery County



Kilmichael Public Library added 16 new photos.

December 21, 2021 at 3:13 PM · 🌐

We are having so much fun decorating cookies with Mrs. Claus today!
Your library goes [#beyondbooks](#) this holiday season!



9

8 Shares



Winona-Montgomery County Library is with Kadi Brisendine and Sherri Stoker Brisendine.

December 14, 2021 at 8:17 PM · 🌐

Christmas fun at the library! Merry Grinchmas!



11

1 Share

Director's Report:

System Updates

Winston County



Circulation Report

Branch name:	Year-To-Date
Attala County	10,288
Carthage-Leake	4,686
Duck Hill	416
Durant	1,020
Goodman	350
Kilmichael	771
Lexington	781
Pickens	245
Tchula	93
Walnut Grove	2,001
West	350
Winona-Montg	3,009
Winston County	8,031
cloud E-books	3,272
Hoopla E-Books	3,582
TOTAL:	38,895

Attendance in Library	
LOCATION	Attendance
Attala	7,663
Carthage	4,265
Duck Hill	259
Durant	1,678
Goodman	283
Kilmichael	349
Lexington	1,747
Pickens	358
Tchula	171
Walnut Grove	1,361
West	143
Winona	2,373
Winston	3,698
TOTAL:	24,348

Database Searches			Items Notarized	Total Registered Customers
Ancestry	Fold 3	Newspapers.com		
52	13	77	5	44,870

COMPUTER USE								
LOCATION	Public Computer Classes		Public Access Computers		Teen Computers		ELS	Playaway
	Number	Attendance	Customers	Hours Used	Customers	Hours Used	Sessions	Launchpads
Attala	0	0	806	571	0	0	0	2
Carthage	0	0	710	312	40	14	0	10
Duck Hill	0	0	15	6	0	0	0	0
Durant	0	0	549	360	0	0	0	8
Goodman	0	0	26	19	0	0	0	8
Kilmichael	0	0	48	32	0	0	0	0
Lexington	0	0	513	336	0	0	0	1
Pickens	0	0	163	144	0	0	0	9
Tchula	0	0	30	19	0	0	0	0
Walnut Grove	0	0	157	125	0	0	0	2
West	0	0	8	4	0	0	0	0
Winona	0	0	538	299	0	0	0	0
Winston	0	0	624	324	0	0	0	0
TOTAL:	0	0	4,187	2,551	40	14	0	40

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 - Discarded Equipment
- Adjournment

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- Approval of Minutes
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- Old Business
- **New Business**
 - Ramzy Fund
- Adjournment

Agenda

- Set Agenda
- Approval of Minutes
- Reports
- Old Business
- **New Business**
 - Employee Guide
- Adjournment

Adjournment

2022 Meeting Dates

Remaining 2022 Meeting Dates:

- April 11, 2022
- August 8, 2022
- October 10, 2022