



Administrative Board of Trustees Meeting Minutes

Date: October 10, 2022
Time: 2:00 pm

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 10, 2022 at the Attala County Library. Trustees in attendance were: Martha Ramzy, Leake County; Rhonda Porter, Winston County; Lee Branch, Montgomery County; 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...

The meeting was called to order.

SETTING THE AGENDA...

As there were additions or corrections, the agenda was set.

APPROVAL OF MINUTES...

After review, Rhonda Porter motioned to approve the minutes from the board's August 8, 2022, meeting. Lee Branch seconded, and all were in favor.

PUBLIC COMMENTS...

There were no public comments.

REPORTS...

A. Financial Report - Tammy Bell, MMRLS Business Manager

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

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

(See attached director's report and circulation report)

NEW BUSINESS...

A. Discarded Equipment

After review, Rhonda Porter motioned to approve the discarded equipment report dated 6/15/22, and Martha Ramzy seconded. All were in favor.

B. Suspension Appeal

The board next discussed an appeal of a suspension issued by Director Josh Haidet to a patron of the Walnut Grove Library. On September 2, 2022, the patron was suspended from entering, being on the premises of, or using the Walnut Grove Public Library, or any branch of the Mid-Mississippi Regional Library System due to violations of the MMRLS Customer Code of Conduct, and specifically the following section(s):

- Making sexually suggestive or vulgar comments to library staff or customers
- Harassing library customers or employees

The board reviewed an incident report filed by an MMRLS staff member, along with the suspension letter issued to the patron on September 28, 2022, and the email sent by the patron requesting an appeal that same day. In the appeal, the patron denied any wrongdoing.

After review and discussion, Rhonda Porter motioned to uphold the suspension, and Lee Branch seconded. All were in favor.

C. MMRLS Volunteer Age Requirement

The board next discussed the minimum age for volunteers at MMRLS branch locations. The current policy requires volunteers to be at least age 16. Director Josh Haidet said they often received requests from younger individuals seeking community service hours to fulfill academic club requirements. The director felt that the library could provide community service by allowing volunteer hours for younger individuals while still requesting the permission of a parent or guardian for anyone under 18.

After review and discussion, Terry Jones motioned to set the minimum volunteer age to 13, and Martha Ramzy seconded. All were in favor.

D. Incentive Payments

The director and Business Manager Tammy Bell next reviewed the FY2022 MMRLS Incentive Program results. FY2022 marked the first year of the Incentive Payment program at MMRLS. There was good participation, and overall good feedback was received about the program. It was also reported that, due to staff turnover and a few staff members not meeting the criteria, \$29,404.12 of the budgeted \$35,000.00 would need to be approved for disbursement.

The director suggested the following changes to the program for FY2023:

- Move reporting online
- More narrowly define outreach
- No longer allow the use of leave time to remove late clock-in times

After discussion, Rhonda Porter motioned to approve the changes for the upcoming year and disburse \$29,404.12 for payment to those who met the FY2022 MMRLS Incentive Program criteria. Lee Branch seconded, and all were in favor.

E. 2023 Meeting Dates

The board next reviewed a draft of system meeting dates for 2023. The director mentioned that, as always, these dates were subject to change but that having a general outline of dates helped in system planning for the year. After review and discussion, Martha Ramzy motioned to approve the draft, and Terry Jones seconded. All were in favor.

F. MMRLS FY2023 System Budget

The board was next presented with the final draft of the FY2023 System Budget. Notification was received from all funding authorities with the exception of the City of Winona, whose mayor was experiencing health problems. The budget was prepared to anticipate level funding from the city. The following changes were discussed:

Increases:

- Attala County (+\$5,931.00)
- Holmes County (+\$1,181.00)
- Leake County (+\$5,000.00)

- Montgomery County (+\$1,196.00)
- City of Louisville (+\$3,000.00)
- City of West (+\$2,200.00)
- The increase requested from the City of Louisville was granted in full. Increases requested from Leake County, and the Town of West were partially granted.
- Requested increases from Winston County, the City of Carthage, and the City of Lexington (see below) were not granted.

State of Mississippi:

- Personnel Incentive Grant funding will decrease \$2,153.00 to \$105,616.00.

City of Lexington:

- The City of Lexington will again provide no funding for the Lexington Public Library for FY2023. The city has provided no funding for the public library since FY2009.
- Our budget confirmation letter again did not receive a reply, and our request to be placed on millage has also not been answered.

Level Funding:

- All other funding authorities will provide level support for FY2023.*
- **As of this writing, we have not received official notice of the FY23 funding level for the City of Winona.*

Key Budget Details:

- This fiscal year, maintenance and operation costs have increased by \$35,385.00 compared to FY22. Some planned increases of note include the audit, insurance and bonding, internet, programming, and operation of vehicles.
- Significant staff changes and turnover system-wide have necessitated changes in salaries for most counties and at the system level.
- The Youth Services Librarian position at the Attala County Library has been filled after remaining vacant since April 2021.
- A reserve fund transfer will again be necessary to maintain level budget amounts in Winston County. Transfers have been used since at least FY2018 to balance the budget of the Winston County Library.
- The system has budgeted for a significant decrease (-\$13,865.00) in the materials fund of the Carthage-Leake County Library due to the city's FY2022 budget cut.
- Brainfuse (\$6,000.00) will not be renewed due to lack of use. Additions to the e-resource budget include the new mobile app and Beanstack.
- We will begin budgeting funds this year to provide additional materials for the mobile library. We also plan to use grant funds to make these purchases. A full year of operation will help us better understand the budget needed to supply the mobile library in FY2024.

After review and discussion, Rhonda Porter motioned to approve the FY2023 MMRLS Operating Budget, and Martha Ramzy seconded. All were in favor.

G. FY2023 Board Chair and Vice Chair

Rhonda Porter motioned to nominate board member Flora Pilgrim as FY2023 Board Chairperson, and Martha Ramzy seconded. All were in favor. Martha Ramzy then motioned to nominate Lee Branch as Vice Chairperson, and Terry Jones seconded. All were in favor.

ADJOURNMENT...

As there was no further discussion, Terry Jones motioned to adjourn the meeting, and Martha Ramzy seconded. All were in favor.

NEXT SCHEDULED MEETING: January 23, 2023 at 2:00 pm at the Attala County Library Meeting Room



Josh Haidet, Board Secretary

1/23/23

Date Approved



Administrative Board of Trustees Meetings

October 10, 2022

1.0 Set Agenda

2.0 Approval of Minutes

3.0 Public Comments

4.0 Reports

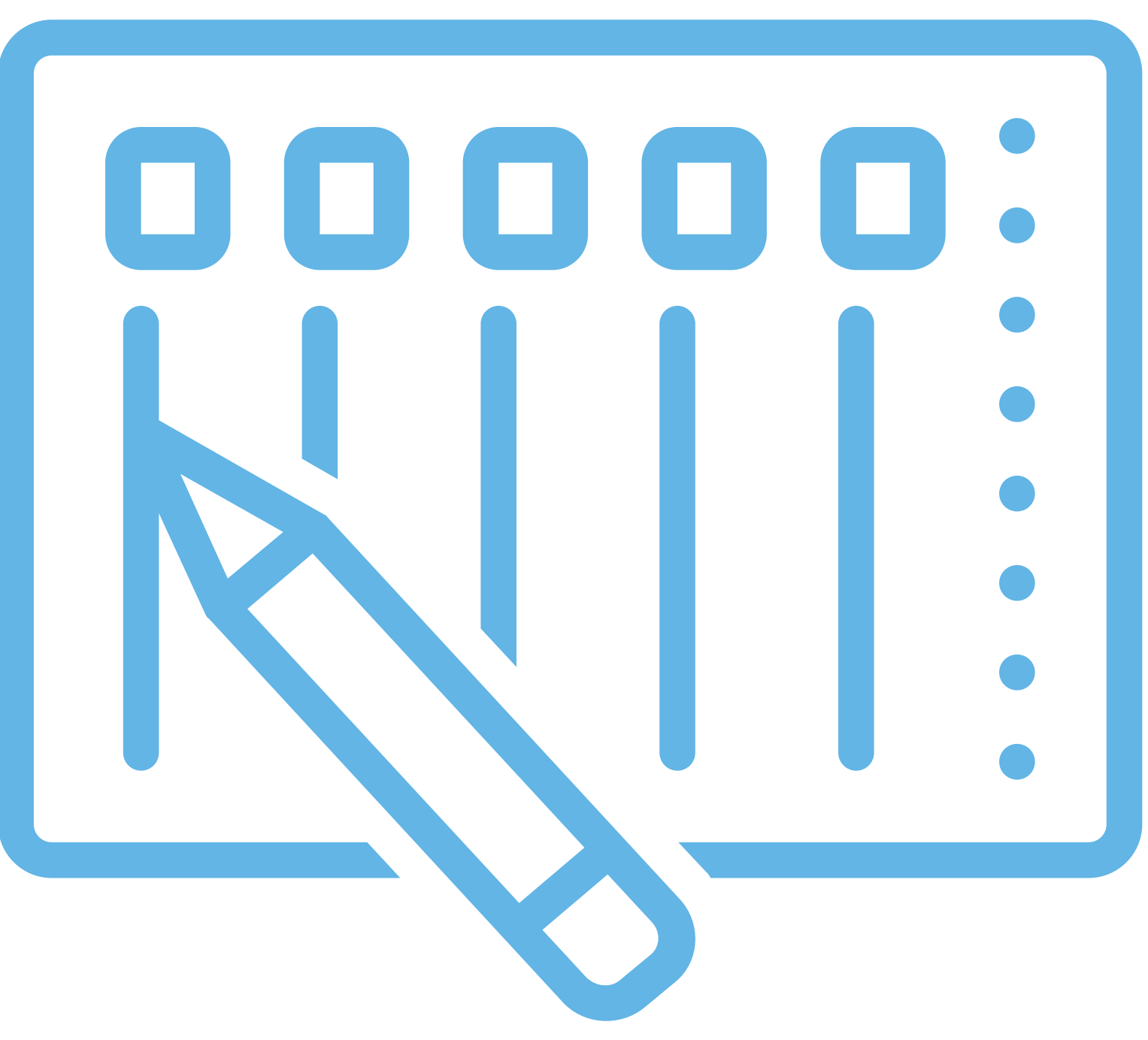
- Financial Report: Tammy Bell, Business Manager
- Director's Report: Josh Haidet, Executive Director
 - Year-to-Date Circulation Report

5.0 Old Business

6.0 New Business

- a. Discarded Equipment
- b. Suspension Appeal: Mr. Jerry Morgan
- c. MMRLS Volunteer Age Requirement and Form
- d. Incentive Payments
- e. FY2023 Meeting Dates
- f. MMRLS FY2023 System Budget
- g. FY2023 Board Chair and Vice Chair

7.0 Adjournment



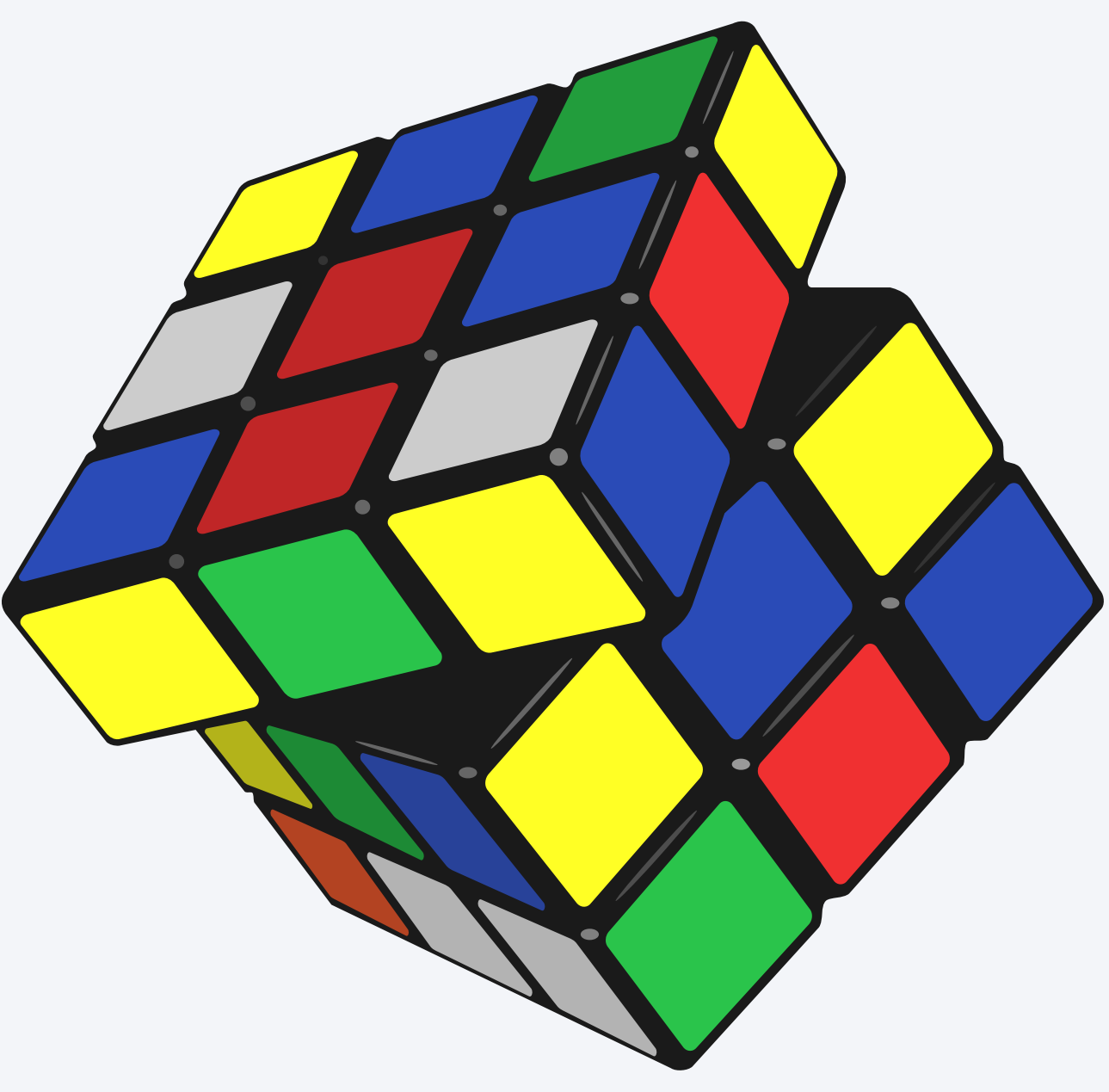


Director's Report

MMRLS Staff Meeting

September 23, 2022

MMRLS Staff Changes



HQ Changes

Filled Positions:

- Programming/Marketing
- Outreach Librarian (Mobile Library)
- Access

HQ Changes

Filled Positions:

- Programming/Marketing
- Outreach Librarian (Mobile Library)
- Access
- (Branch Services)

System Staffing Changes

Filled Positions:

- Winona Assistant Librarian
- Duck Hill Librarian
- Kilmichael Librarian
- Attala Library & Genealogy Clerk
- Attala Youth Services*

System Staffing Changes

Open Positions:

- Durant Assistant Librarian/Holmes County Support
- West Librarian
- Winston Youth Services

Programmings/Marketing

- Lisa Breazeale
- Former Kilmichael Librarian
- Officially started mid-September

Outreach Librarian

- Blair Caldwell
- Former Winona Assistant Librarian
- Officially started October 3

Access Coordinator

- Dennis Harkins
- Former Library Support at HQ
- Officially started in July

Winona Assistant Librarian

- Dina Kilburn
- Former Duck Hill Librarian/Winona Clerk
- Officially started October 3

Duck Hill Librarian

- Lillian Willis-Curtis
- Former Duck Hill Substitute
- Officially started in late September

Kilmichael Librarian

- Sandra Britt
- Background as a dental assistant and customer service representative
- Officially started in mid-September

Attala Library & Genealogy Clerk

- Christina Machost
- Former West Librarian and Durrant Assistant Librarian
- Has not yet started

Attala Youth Services

- Melissa Simpson
- Former Attala Senior Clerk
- Has been doing both jobs for nearly a year now
- Due to have a baby in late October!

Now Hiring!
 Assistant
 Librarian/Holmes
 County Library Support
 Durant Public Library - Durant, MS
 Click **HERE** to Learn More

Closed October 9

NOW HIRING!
YOUTH SERVICES LIBRARIAN
 Winston County Library
 Louisville, MS
 Click **HERE** for More Information

Closed October 9

Now Hiring!
 West Librarian
 West Public Library - West, MS
 Click **HERE** to Learn More

Now Hiring!
 Assistant
 Librarian/Holmes
 County Library Support
 Durant Public Library - Durant, MS
 Click **HERE** to Learn More

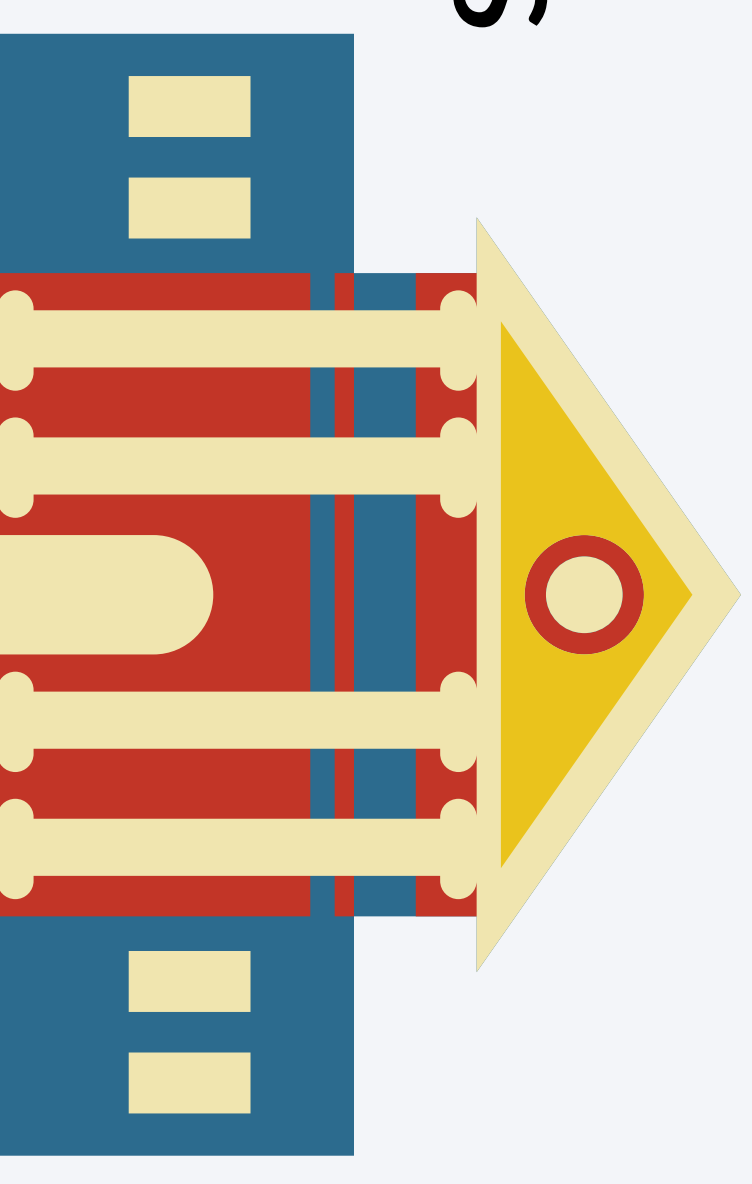
NOW HIRING!
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Closing October 23

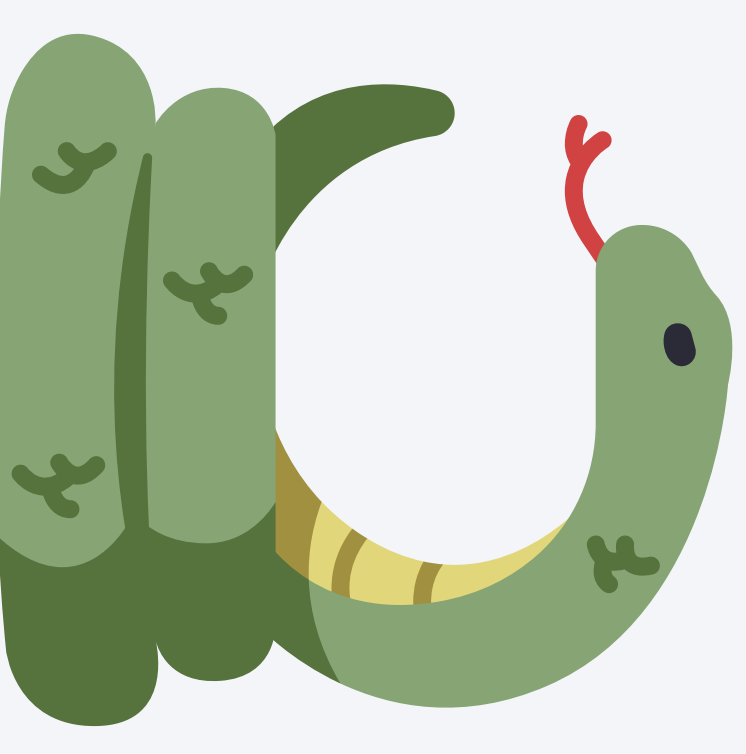
Buildings Issues

- Leaks
 - Attala, Carthage, Durant, Tchula, West
- Mold/Mildew
 - West
- Wall/Foundation Problems
 - Durant



Building Issues

- HVAC Failures
 - Attala, Goodman, Lexington, Pickens
- Snakes & Dead Animals
 - Carthage, Goodman, Winona





MMRLS Staff Meeting

Friday, September 23

Attala County Library

Attala County Library
2d · 📍

On Monday, October 3rd Mrs. Melissa read at Greenlee Elementary School. This month we are talking about pumpkins! Mrs. Melissa read two books, did two flannel board stories, some rhymes and a song about pumpkins. #beyondbooks #midmisslib #MMRLS



8

Like

Comment

Share

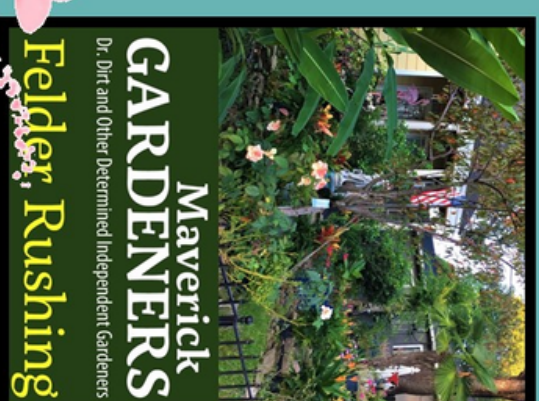


Felder Rushing

Tuesday, October 18th
6 P.M.

Attala County Library

662-289-5141



Felder Rushing



Felder Rushing



Roof Update

- Staff met with architect Art Cook
- Plan is to put a slight slope on the roof
- I received a copy of the plans

Roof Update

- Third round of bidding ended on

September 30

- The architect is reviewing bids
- The supervisors will discuss the bids at their next meeting

Holmes County Updates



Holmes County Updates



Holmes County Updates



Holmes County Updates





Lexington Public Library
5d · 🌐

...

TEEN TOBER

**OCTOBER 3 TO OCTOBER 31
AT NOON WE WILL HAVE A
CANDY GUESSI!**



**OCTOBER 17-21 WE WILL HAVE A
PUMPKIN COLORING SHEET
CONTEST!**

PICTURES WILL BE TAKEN AND VOTED ON SOCIAL MEDIA!

BOTH ACTIVITIES WILL BE FOR ALL AGES!

LEXINGTON PUBLIC LIBRARY



8

2 Comments 2 Shares



West Public Library
October 4 at 8:51 AM · 🌐

...

Stop by Friday and let's have some fun!!!

**WEST PUBLIC LIBRARY IS
KICKING OFF OCTOBER WITH
A SPOOKY**

PERLER BEAD EVENT

**OCTOBER 7TH
2PM - 4PM**



You and 1 other

2 Shares

Like

Comment

Share



Carthage Leake County Library

Teentober 2022

Week 1: I Spy Cabinet Oct. 3rd-28th

Mini Paint Party for Teens & 7 Ups, Fri. Oct. 7th @ 4:00

Week 2: Candy Guess! Oct. 10th-28th

Nailed it! Halloween Cupcakes for Teens & 7 Ups, Tues. Oct. 11 @ 4:00

Week 3: Paper Pumpkin decorating contest

All ages Oct. 17th -21st

Week 4: Creepy movie lock-in

All ages Fri. Oct. 28th @ 4:00





WALNUT GROVE PUBLIC LIBRARY

TEEN TOWER

OCT. 3RD-8TH:
STRUGGLE MEAL HANDOUTS
OCT. 13TH:
FAMILY HALLOWEEN MOVIE NIGHT
6:00-8:00 P.M.
OCT. 17TH-21ST:
PAPER PUMPKIN DECORATING CONTEST
OCT. 28TH:
NAILED IT HALLOWEEN CUPCAKES
OCT. 1ST-31ST:
HALLOWEEN I-SPY CABINET



Fall Paint Night



Walnut Grove Public Library
November 1, 2022
6:00 P.M.-8:00 P. M.

\$17 Supply Fee.

Must register and pay by October 19th!



Winona-Montgomery County Library
September 29 at 10:36 AM · 🌐

...

The Winona Friends of the Library hosted a great luncheon / book signing this past Tuesday. A big crowd welcomed Joe Townsend and Anne Hart Preus with their new book "Out of Texas", a historical fiction novel based on true events that involves the Brantley-Baltzell feud that began in Texas. The violence ended up reaching the town of Winona where the mayor of Winona was assassinated.



Montgomery County Updates



Winona-Montgomery County Library

September 27 at 1:20 PM · 🌐

So excited to have had Little Saints Daycare visit us for storytime last week!

...



👍👎🗨️ 19

3 Shares



Kilmichael Public Library

September 16 at 4:10 PM · 🌐

Meet your new librarian, [Sandra Britt](#)! Sandra has been a Kilmichael resident all of her life. She enjoys spending time with her grandchildren, crafting, baking, and is involved with decorating Christmas on the Square. Sandra is looking forward to seeing you at the library!

...



👍👎🗨️ 49

43 Comments 12 Shares



Winston County Library

2d · 🌐



October is Breast Cancer Awareness Month, an annual campaign to raise awareness about the impact of breast cancer. The Winston County Library has a display featuring books, brochures, and other items to help bring awareness to the importance of breast cancer screening and support.

[#midmisslib](#) [#MMRLS](#)



You and 3 others



Love



Comment



Share



Winston County Library

September 23 at 10:12 AM · 🌐



It's the weekend! Beth and Dinky have their weekend reads, do you? Drop your weekend read in the comments. Maybe you will spark someone's interest with your choice.

[#midmisslibrary](#)



15



Like



Comment



Share

4 Comments

Winston County Library
September 1

Last week, Mississippi author Joe Lee held a book talk at the Winston County Library. Lee, also the owner of Dogwood Press in Jackson, MS, read from his new book in the Okdale suspense series, "Resting Place".



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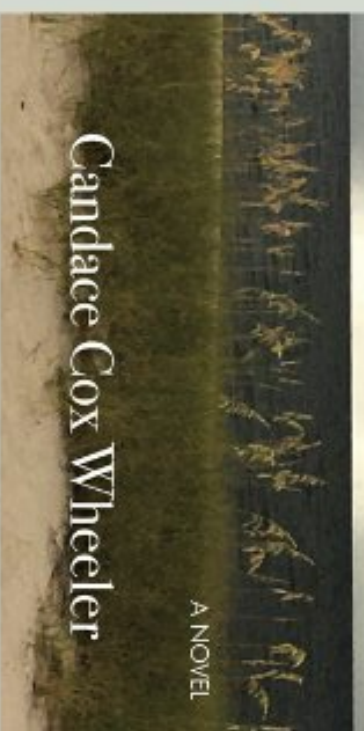
Like

Comment

Share

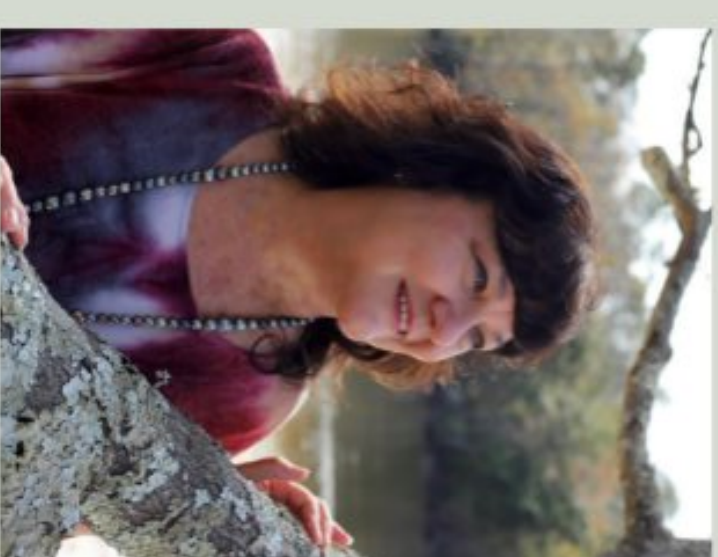
WINSTON COUNTY LIBRARY

Squall
in the Gulf



Candace Cox Wheeler

A NOVEL



**Candace
Cox
Wheeler**

**AUTHOR
EVENT!**

OCTOBER 14TH

11:30-1:00

**SPONSORED BY
FRIENDS OF THE
LIBRARY**

Free Brown Bag Lunches to First 24 Participants



Duck Hill's Bogue Creek Festival

Sept/Oct Schedule

- Bogue Creek Festival-Duck Hill
- Yockanookany River Fest-McCool
- October Fest - Carthage
- Trunk or Treat - Kilmichael*

Mobile Library Updates



McCool's Yockanookany River Fest



Grant Update

Mobile Library Supplies and Materials

\$9,107.06

- 2-in-1 PC/Tablet - \$2,000.00
- Mobile Printer/Scanner - \$500.00
- Portable Power Supply 500wh - \$550.00
- Modular Aluminum Ramp - \$4,500.00
- Collection Materials for Mobile Library - Remaining Funds

Grant Update

LSTA

\$10,000.00

- **May 1 - Application deadline**
- **May 31- Expenditure deadline**
- **June 10 - Final reimbursement deadline**

MLC's Librarianship 101

Blair Caldwell, Outreach Librarian

Christina Machost, Attala Library & Genealogy Clerk

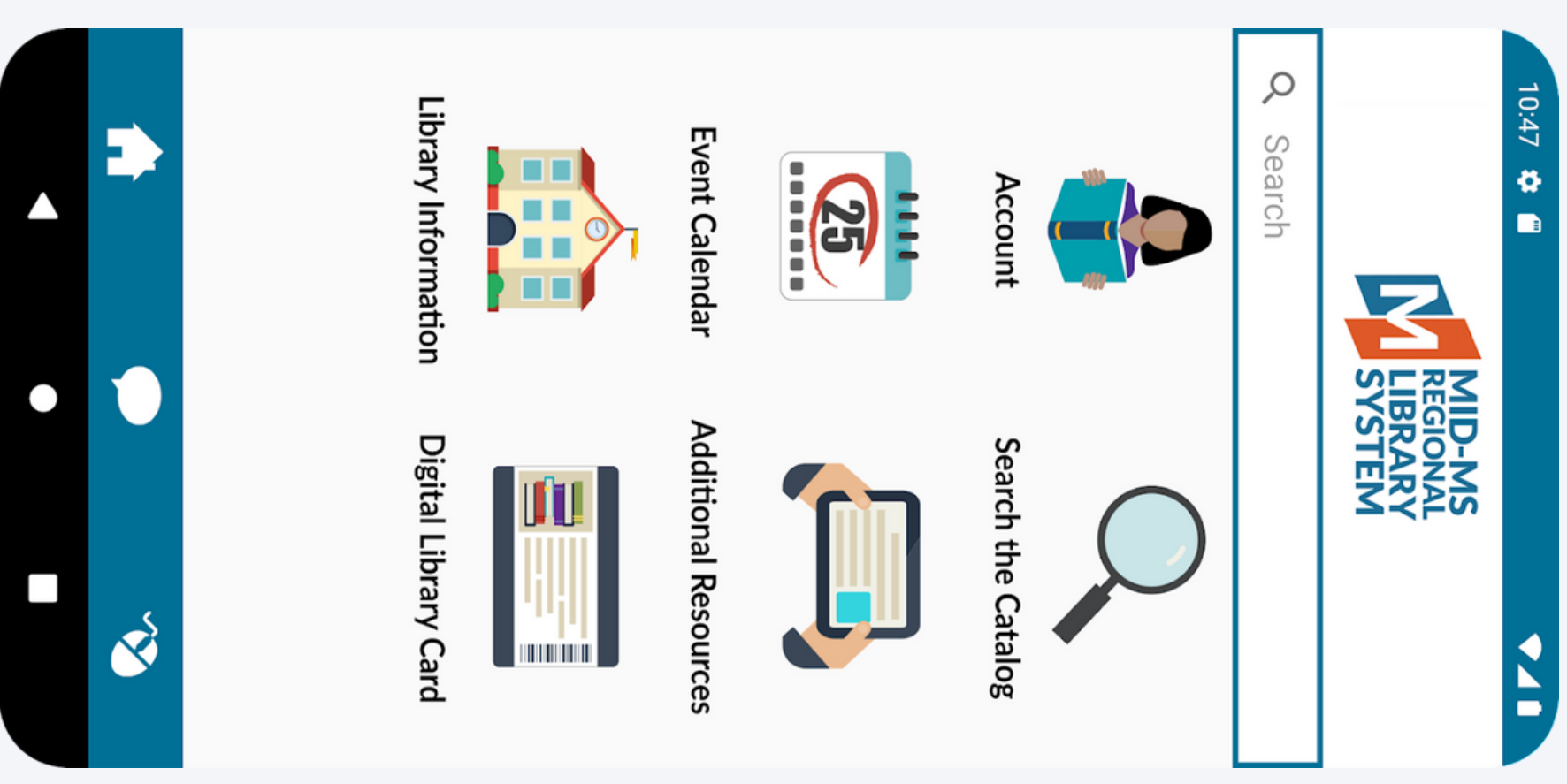
Workshop is designed especially for Mississippi public library staff

- Mississippi library structure and ethics
- programming
- collections
- readers' advisory
- reference
- customer service



MMRRLS App

- 482 Users
- 42,478 Screen views (YTD)
- Stats will be added to the
FY2023 Statistical Report



Year-to-Date Statistics

- We'll have the full report in January



Yearly Statistical Comparison

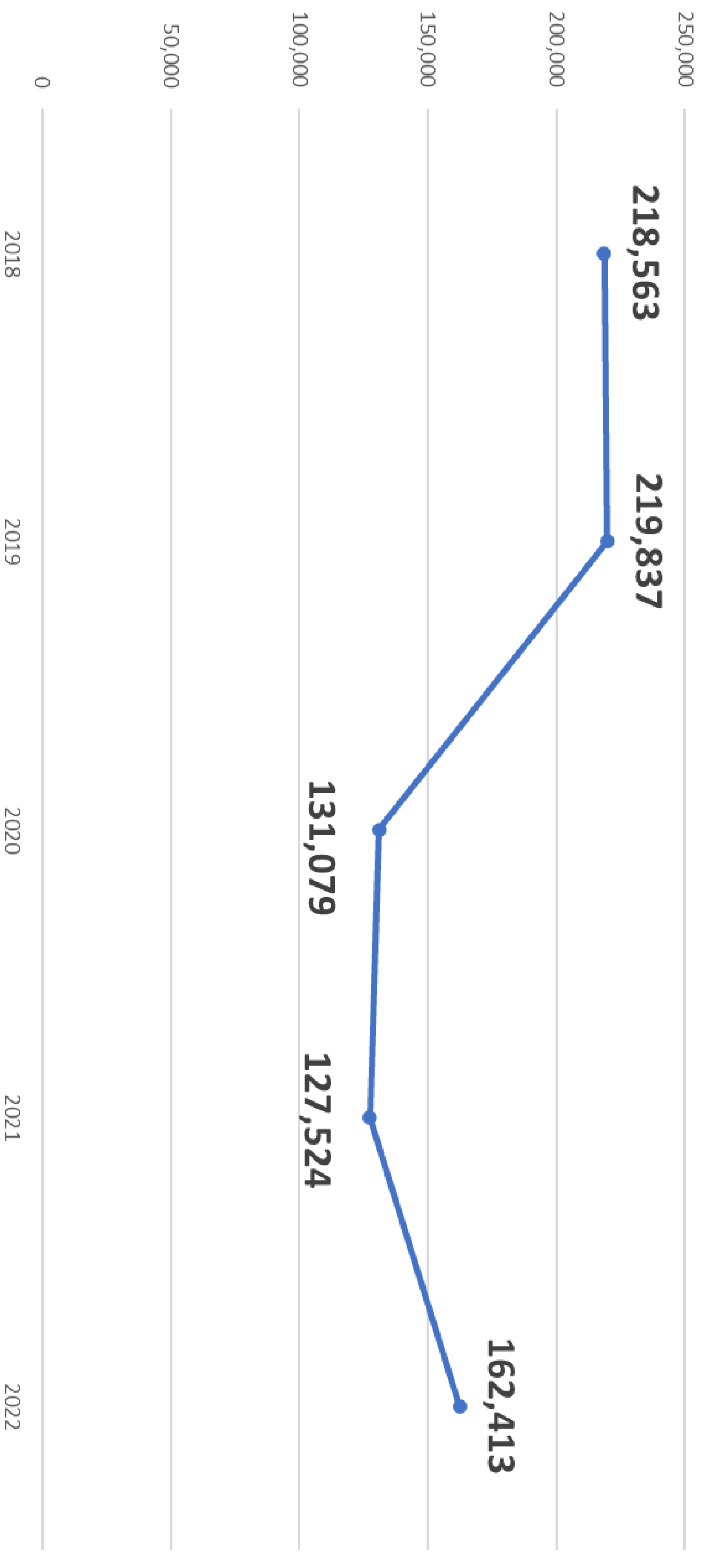
- Overall Circ
- E-book Circ
- Attendance
- Computer Use
- Wi-Fi Use

Yearly Statistics

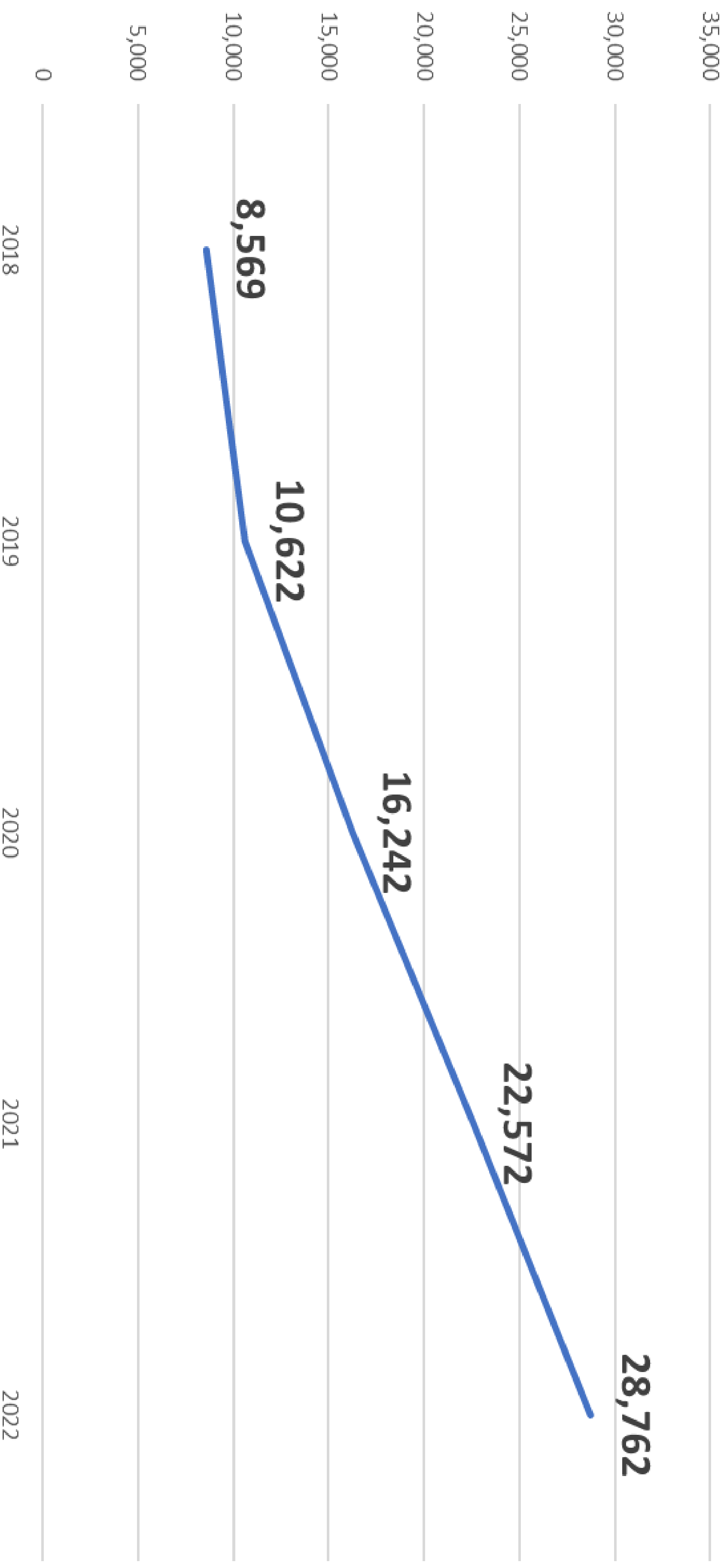
- FY2018 (or FY2019) - FY2022
- YTD August Statistics



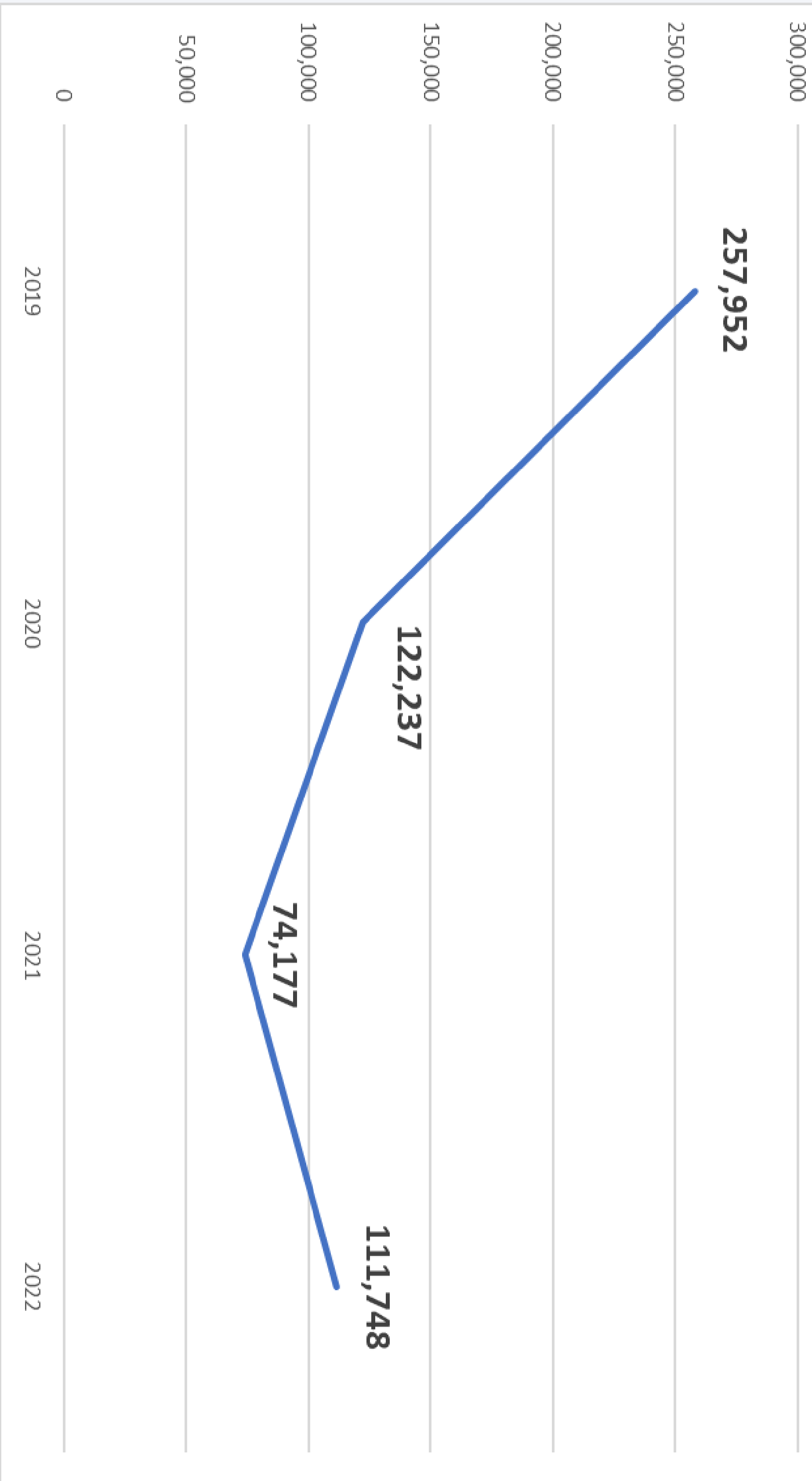
MMRLS Overall Circulation YTD August FY2018 - 2022



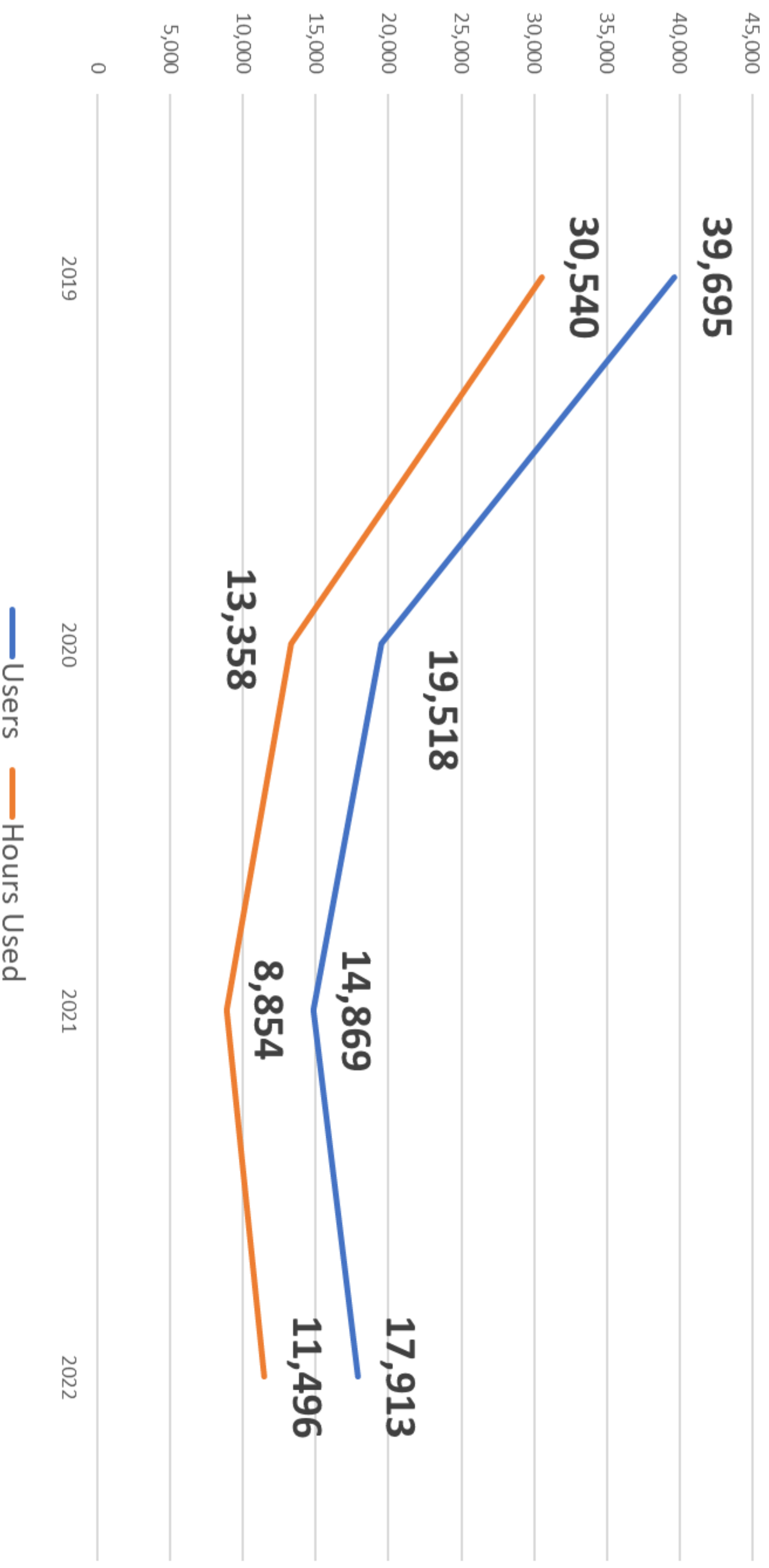
MMRLS E-book Circulation YTD August FY2018 - 2022



MIMRLS Overall Attendance YTD August FY2019 -2022



MMRLS Computer Users and Hours Used YTD August FY2019 - 2022



MMRIS Wi-Fi Total Users YTD August FY2019 - 2022

