



## Administrative Board of Trustees Meeting Minutes

Date: April 17, 2023  
Time: 2:00 pm

Location: Winston County  
Library Meeting Room

A rescheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Monday, April 17, 2023 in the Winston County Library Meeting Room. Trustees in attendance were: Martha Ramzy, Leake County; Rhonda Porter, Winston County; Flora Pilgrim, Holmes County; Lee Branch, Montgomery County; and Terry Jones, Attala County. Also in attendance were staff members: Beth Edwards, Winston County Librarian; 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 no additions or corrections, the agenda for the meeting was set.

### APPROVAL OF MINUTES...

After review, Rhonda Porter motioned to approve the minutes from the board's January 23, 2023 meeting. Terry Jones seconded, and all were in favor.

### PUBLIC COMMENTS...

There were no public comments.

### REPORTS...

**A. Librarian's Report: Beth Edwards, Winston County Librarian**  
(See attached report)

**B. Financial Report - Tammy Bell, MMRLS Business Manager**  
After discussion and review of the financial report, Rhonda Porter made a motion to approve the report, and Martha Ramzy seconded. All were in favor.

**C. Director's Report - Josh Haidet, MMRLS Executive Director**  
(See attached director's report and circulation report)

### NEW BUSINESS...

**A. Nelda Jordan Fund**  
In new business, the board first addressed a request to increase the amount of available funds from the Nelda Jordan Fund for the Carthage-Leake County Library in FY2023. Director Josh Haidet reported that, due to the ongoing budget cut from the City of Carthage, the library was concerned they would run out of funds to purchase materials before the end of the fiscal year. Rhonda Porter motioned to release an additional \$2,000.00 in funds to purchase materials for the Carthage-Leake County Library in FY23 if needed. Terry Jones seconded, and all were in favor.

**B. Incentive Payment Waivers**

The board next discussed two waivers for the system's FY23 Incentive Payment Program. Mr. Haidet explained that two libraries and one headquarters member had missed the deadline of March 1 to turn in their project proposal. The director stated that the headquarters member did not submit a request for a waiver but that the two branch locations did turn in their proposals late and requested a waiver.

Mr. Haidet stated that while the responsibility of turning in the proposal on time rested with the branch librarian, no staff members at those locations would be eligible for an incentive payment if the board did not grant the waivers. The board discussed the need to potentially change this for the FY24 program if a suitable alternative could be found. The board also expressed concern that the projects could be properly completed by staff with just a few months left remaining in the fiscal year. The director mentioned that the deadline of March 1, 2023 was clearly communicated to all staff in October of 2022.

After discussion, Lee Branch made a motion to grant the waivers but to reduce by 50% the amount of incentive payment the offending branch librarians could receive in FY23. He also motioned that a letter be drafted and approved by the board chairperson to the librarians explaining the board's decision and strongly encouraging them to meet future deadlines to maintain their eligibility for the incentive payment program. Martha Ramzy seconded, and all were in favor.

#### **C. Library Material Disposal Policy Amendment**

The board next considered an amendment to the system's material disposal policy, as requested by an MMRLS staff member. This staff member wanted to hold a book sale but was having difficulty obtaining the assistance of the library's friend organization. Director Josh Haidet explained to the board that Mississippi Code Ann. §39-3-17(j) and §19-7-5 allow for a public library to hold a sale when books are determined to be discarded materials. Additionally, all proceeds from a library-run book sale must be sent to HQ to be deposited in the library's material fund. Finally, the director said that the policy already allowed for a library-run book sale, but only if the library did not have a friends organization. Mr. Haidet said he favored the amendment but wanted to word it so that it indicated that the system still preferred that branch locations work with their friends organizations whenever possible. The suggested amendment read as follows:

*“Library Book Sale – Though a Friends of the Library run book sale is preferred, any MMRLS branch location may also hold a book sale consisting of discarded or donated items, independent of their friends organization. Branches must follow the same guidelines for this sale as those of a Friends of the Library Book Sale above, as applicable. All revenue from a branch library’s book sale must be sent to the MMRLS Business Manager to be deposited into the branch library’s material budget.”*

After discussion, Rhonda Porter voted to approve the amendment as written, and Lee Branch seconded. All were in favor.

#### **D. Photo Permission Policy**

The board next considered a new photo permission policy for the system. Director Haidet mentioned that the research he had conducted during the drafting of the policy indicated that most libraries were changing to an "opt-out" type of policy rather than an "opt-in" policy. He argued that the system's current "opt-in" policy unnecessarily burdens library staff since all attendees must sign a permission form when photographs are being taken for publicity purposes.

The new draft policy was written because public libraries are public spaces, and patrons should not have an expectation of privacy in a public area. If a patron does not wish to have their photo taken, they would have the option to complete an "opt-out" form, also part of the policy. Written permission would still be required when a library wished to use a patron's name in connection with a photo or for publicity purposes. Finally, a "Notice of Filming and Photography" would be posted at each library location summarizing the new policy language.

After discussion, Martha Ramzy motioned to approve the draft policy, and Rhonda Porter seconded. All were in favor.

**E. Meeting Room Policy**

Lastly, the board considered a revised meeting room policy for the system. Mr. Haidet mentioned that the new policy simplified and condensed language in the previous policy, reducing its length from eight pages to two. The new policy also mandated that an individual have a library card to reserve a meeting room and removed the option for a branch location to charge a fee to a group for having food at a meeting. The director said that he wanted to remove this option because if a group cleans up properly, it has been no hardship for the library if they have brought food to a meeting. He also mentioned that if the group leaves a mess, the option to charge a cleaning fee remains, and the group can be barred from using the meeting room in the future. The board mentioned that, since the library's meeting room was a public space, it should be free to use if used correctly and in line with library policy.

After discussion, Rhonda Porter voted to approve the new policy as written, and Martha Ramzy 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:** August 21, 2023 in the Carthage-Leake County Library Meeting Room.



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Board Secretary

8/23/23

Date Approved

# WINSTON COUNTY LIBRARY LIBRARIAN'S REPORT TO MMRLS SYSTEM BOARD OF TRUSTEES 4/17/2023

**President –Flora Pilgrim, Terry Jones, Martha Ramzy, Rhonda Porter, Lee Branch**

*All statistical information is for the months of January through March 2023*

Beat 1 Library Patrons.....	1,397
Beat 2 Library Patrons.....	1,239
Beat 3 Library Patrons.....	1,328
Beat 4 Library Patrons.....	1,415
Beat 5 Library Patrons.....	873
Out Of Region Patrons.....	395
Ward 1 Patrons.....	651
Ward 2 Patrons.....	646
Ward 3 Patrons.....	611
Ward 4 Patrons.....	638
Total Registered Patrons.....	7,022

- **CIRCULATION:** 7,696 OR 2,565/mo.
- **ATTENDANCE IN LIBRARY:** 7,333 or 2,444/mo.
- **COMPUTERS:** 677 or 226/mo. users for a total of 423 hours of 141 hours of usage.
- **HOME BOOK DELIVERY:** 8
- **PUBLIC RELATIONS:**
  - Social Media Posts – 64
  - Social Media Views – 46,844
  - Newspaper Articles – 24
  - Internet Articles – 17
  - Radio Spots – 17

# WINSTON COUNTY LIBRARY

## JANUARY 2023 ACTIVITIES

Tuesday, January – Jennifer Wright was hired as a new Library Clerk to fill an open position.

She is the daughter of Greg and Donna Thomas and the daughter-in-law of Ricky And Lisa Wright. He husband is Tyler Wright and they have one son, Harper.

Friday, January 6 11:30 Author Event with local author Frances Woodruff for her book,  
*They Wore Gray: Confederate Soldiers of Winston County, Mississippi*

Tuesday, January 10 9:30 Story Time

Wednesday, January 18 10:00 Free Medicare Seminar

Friday, January 20 Author event with Starkville author Anne Hart Preus for her book,  
*Out of Texas*, a novel based on a true story of a feud between two families  
That started in Texas and ended in Winona, MS with the killing of the Montgomery  
County Sheriff in the 1800s.

# WINSTON COUNTY LIBRARY

## FEBRUARY 2023 ACTIVITIES

Story time 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month from 9:30 – 10:30. The story time on February 28<sup>th</sup> is devoted to Black History and local author Kathy Smith Has been invited to come and read one of her children's books to the Participants.

Saturday, February 11 10:00 – 12:00 Paint Party with Kizzy

Saturday, February 18 - we participated in the Noxapater Mardi Gras Festival. The Library system Mobile Library was there and we handed out over 500 books To children and adults.

Saturday, February 18<sup>th</sup> – Teen Etiquette Class by Tekella Foster 10:00 – 12:00

Sunday, February 19<sup>th</sup> - Teen Etiquette Class by Tekella Foster 2:00 – 3:30

Wednesday, February 22 9:30am Free Medicare Seminar.

Friday, February 22 9:00 – 11:30 Author event with Johnnie Berhnhard of Ocean Springs, MS for her new book *Hannah and Ariela*.

Saturday, February 25 10:00 – 1:00 – Black History Month Reception with displays Throughout the library

# WINSTON COUNTY LIBRARY

## MARCH 2023 ACTIVITIES

Storytime each 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the Month from 9:30 – 10:30. On Tuesday, March 14<sup>th</sup> there will be a special Dr. Seuss Storytime!

Friday, March 10<sup>th</sup>: 11:30 – 12:30 Local author event with Andy Childress on his new book “Bubba World Comix Sunday Funnies, Vol. 1” which is a collection of his newest Comic strips.

Monday, March 13 – Carlee Hill was hired as our new Youth Services Programmer. She is the Daughter of Patti and Keith Hill and the granddaughter of Marjorie and Esther Taylor And Phillip and Myron Hill.

Tuesday, Wednesday, Thursday, March 14, 15, and 16: Cursive Writing Class with Tekella Foster 10:00 – 12:00 each day.

Wednesday, March 22: 10:00 – 11:00 Free Medicare Seminar

Wednesday, March 22: 12:00 – 4:00 Blood Drive with Mississippi Blood Services. A \$15 gift Card given to each participant.

Friday, March 31: 11:30 – 12:30 Author event with Jackson native Darden North for his new Thriller “Party Favor”. Darden is an ob-gyn with Jackson Healthcare for Women in Flowood, MS and is Chairman of the Board of the Mississippi Public Broadcasting. Free brown bag lunches provided to the first 24 participants by the Friends Of the Library.

March 31 – our Assistant Librarian, Venita Hollingsworth, retired after serving 27 years!

# WINSTON COUNTY LIBRARY

## APRIL 2023 ACTIVITIES

Story time each 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month from 9:30 – 10:30.

Senior Library Clerk Dinky Dickerson was promoted to Assistant Librarian April 1. She has been with the library almost 20 years.

Wednesday, April 19 9:30am Free Medicare Seminar.

Saturday, April 22 9:00 – 11:30 Author event with Melissa Cobb for her new book  
“I Am Ainsley Rudolph”.

### **National Library Week is April 24 – 29:**

Monday, April 24 – 11:30 – 12:30 Local author Scott Hendrix will do a book talk about  
His new book “The Resting Spot”, the sequel to his book “The Garden Spot”.  
Friends of the Library will provide free brown lunches for the first 24 participants.

Tuesday, April 25 11:30 – 12:30 Master gardener and author Felder Rushing. Friends of  
The Library will provide free brown bag lunches to first 24 participants.

Wednesday, April 26 10:00 – 11:00 Maie Smith from the Mississippi Blues Museum in  
Clarksdale, MS will give a program about the museum and the Blues.

Friday, April 28 11:30 – 12:30 Starkville author Laurie Parker. Friends of the Library will  
Provide free brown bag lunches for the first 24 participants.



**Thank  
You!**

**For Your Support  
We Appreciate You!**

**Celebrate  
National Library Week  
April 24-29**


# MMRLS Admin Board Meeting

April 17, 2023



1

- 1.0 Set Agenda
- 2.0 Approval of Minutes
- 3.0 Public Comments
- 4.0 Reports
  - Librarian's Report: Beth Edwards, Winston County Librarian
  - Financial Report: Tammy Bell, Business Manager
  - Director's Report: Josh Haldet, Executive Director
    - Statistical Report
- 5.0 Old Business
- 6.0 New Business
  - a. Nelda Jordan Fund
  - b. Incentive Payment Waivers
  - c. Library Material Disposal Policy
  - d. Photo Permission Policy
  - e. Meeting Room Policy
- 7.0 Adjournment



2

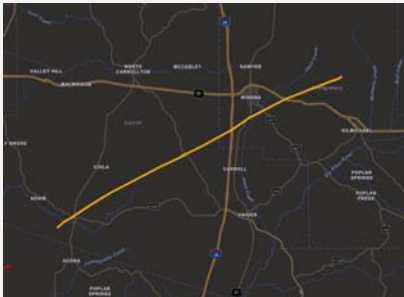

# Director's Report

MMRLS Administrative Board Meeting  
April 17, 2023



3

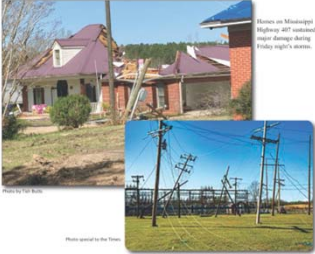
- EF-3 Tornado 3/24/2023
- Winona and Kilmichael Libraries closed for two days due to a power outage
- No damage to either building


4

Thursday, March 29, 2023 Vol. 145, No. 13 1 Dollar

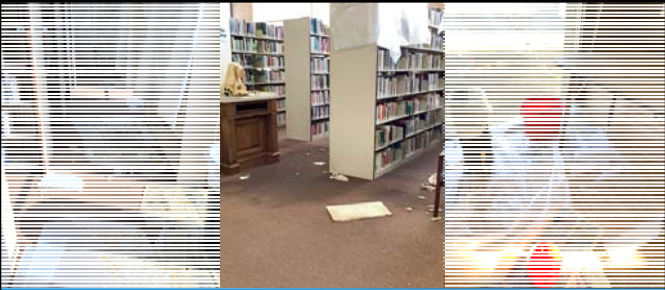
## Tornado leaves devastation




Winona Times 3/30/23



5



Attala Damage during 3/24/23 Storms



6



Attala Roofing Update

7

Work left to be completed:

- Roof sections highlighted in red
- metal fascia (ongoing) and metal caps

After the roof is finished:

- Painting
- Ceiling Tiles
- Fix leaking windows

Attala Roofing Update: As of 4/13/23

8

- The two remaining roofs were torn off last night
- Estimated to be done with roofing by end of the day Wednesday
- Rest of the process should take a few weeks

Attala Roofing Update: As of 4/17/23

9

- “Pornographic media materials; regulate access to minors and require age verification.”
- “The state, or any of its agencies, or a public library may offer digital or online resources or databases to minors only if the vendor or other person or entity providing the resources verifies that all the resources will comply with the provisions of subsection (2) of this section. For purposes of this section, the term “minor” means any person under the age of eighteen (18).”

Mississippi House Bill 1315

10

- “ A vendor or other person or entity providing digital or online resources or databases under the authority of this section must have safety policies and technology protection measures that prohibit and prevent a person from sending, receiving, viewing or downloading materials that are...”

Mississippi House Bill 1315

11

- Child pornography
- Materials that depict or promote child sexual exploitation or trafficking
- Obscene materials, as defined in this act
- Inappropriate materials depicting or dealing with matters of sex, cruelty and violence in a manner likely to be injurious or harmful to a child
- Materials that are sexually oriented, as 29 defined in Section 97-5-27(2)

Mississippi House Bill 1315

12

- Requires vendors to pay back part of contract after repeated offenses
- Will affect our patron's e-book and database access
- We are working with MLC and our vendors to see what steps we'll need to take to comply with the law
- I am concerned that the only way to comply will be to limit e-book accounts to those over the age of 18

#### Mississippi House Bill 1315

13



#### New Vehicle – 2023 Chevy Equinox

14

- Received two bids on same vehicle with same options:
- Carl Hogan Chevy in Columbus
  - \$29,099.00 (winning bid)
- Gray-Daniels Chevy in Jackson
  - \$32,214.00
- Purchase completed on 2/9/23 with Carl Hogan Chevy

#### New Vehicle – 2023 Chevy Equinox

15

- State contract will be inconsistent for the foreseeable future
- Bids will probably be necessary
- Next vehicle scheduled to be replaced is the 2013 Dodge Grand Caravan (115,040 miles)
- In the current climate, we will keep this vehicle and the 2015 Dodge as long as possible
- My plan is to keep one passenger van, one SUV, and one cargo van when replacement becomes necessary

#### System vehicle purchases in the future

16

#### Winston:

- Assistant Librarian Venita Hollingsworth retired March 31 after 27 years of service
- Senior Clerk Dinky Dickerson was promoted to the position. Dinky has been with the system for over 20 years
- Former Winston Subs Carlee Hill (Youth Services Librarian) and Jennifer Wright (Library Clerk) were hired to fill open positions

#### System Staffing News

17

#### Attala:

- Assistant Librarian Vickie George will be retiring May 31 after 15 years of service
- Youth Services Librarian and former Senior Clerk Melissa Simpson will be promoted to the position. She has been with the system since 2014
- The search for a new Youth Services Librarian is underway. The deadline to apply is May 1

#### System Staffing News

18

- Pickens Librarian Tiffany Washington missed about six weeks due to a medical procedure
- Will be missing additional time
- IT Coordinator Michael Davide was out two weeks due to a medical procedure
- Programming and Marketing Coordinator Lisa Breazeale has returned to part-time duties following her recovery from a January car accident

**System Staffing News**

19

**NATIONAL LIBRARY WEEK** April 23-29, 2023

**Upcoming Events: National Library Week**

20

**Upcoming Events: National Library Week**

21

**CAMP MMRLS**  
BECOME A BOOK SCOUT

**2023 SUMMER LIBRARY PROGRAM**

**2023 Summer Reading Program: Camp MMRLS**

22

- LSTA Grant Update:
  - Teen/Kit Grant (\$10,000.00)
  - First reimbursement request sent (\$5,255.72)
  - All supplies now received apart from three books that have been back ordered



**Director's Report - System Updates**

23

**STEAM Kits**

24



25



26



27



28



29

- Oxford Conference for the Book, March 29–31
  - Acquisitions Coordinator Pam Chadick
  
- USM Children’s Book Festival, April 12-14
  - Youth Services and Programming staff: Lisa Breazeale, Blair Caldwell, LaShunda Millsaps, Carlee Hill

30

- March 3: MMRLS Staff Meeting
- March 9: MLA Library Day at the Capitol
- April: Librarian City/County Service Reports
- April 24-28: National Library Week
- May 4-5: MLC Director's Meeting, Jackson, MS
- May: Youth Services Orientation (Tentative, or Fall)
- June: Advisory Board Meetings
- June/July: Summer Reading Program

**Continuing Education and Important Dates**

31



32

- 863 people attended
- Local schools bussed in entire classes

**Attala County**

33

**Attala County**

34

- A/C not working in the meeting room
- There are also leaks around the unit
- City approved the purchase and install of a new unit at their board meeting April 4

**Holmes County – Durant Building Issues**

35


Repairs needed at Goodman:

- HVAC unit in meeting room (this unit hasn't been functional in over two years)
- Meeting room floor and paint (Friends of the Library will be doing this project)
- Two additional trees cut down

**Holmes County – Goodman Building Issues**

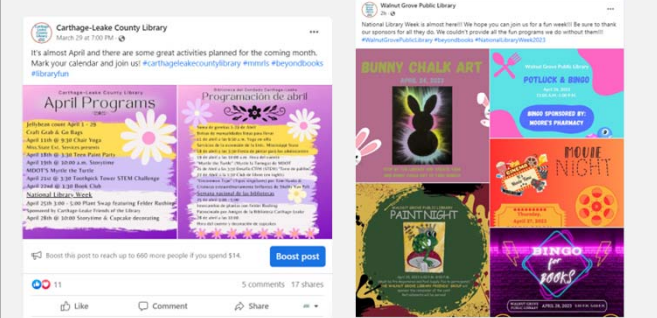
36

- One tree has been cut down
- Two others are rotting and would most likely fall on the library
- Town board and mayor were reminded again of issues with the building at its April 11 meeting



**Goodman Tree Work**


37



**Leake County**

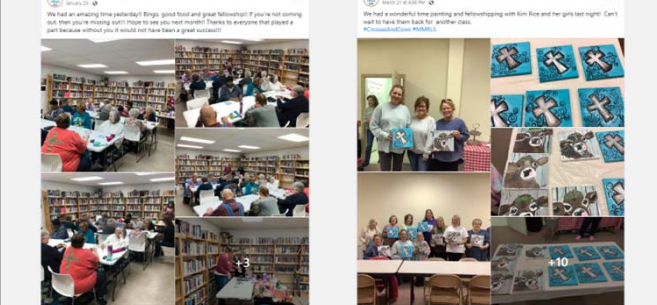
38

- Winona Entry Doors Repaired (Sterling Ave. entrance)
- Back door remains unrepaired
- Weeding project
- Future “reset”



**Montgomery County**


39



**Montgomery County**

40

- Three institutional customers (Nursing homes in Durant, Kosciusko, and Louisville)
- Higher circulation in March than three MMRLS branch locations
- Two more regular stops (Leake Elementary After-school program, daycare)
- Regular programs at smaller branches, programs being planned for SRP
- Festivals in Louisville, Noxapater, and Ethel



**Mobile Library**

41

Branch name:	Year-To-Date FY2022	Year-To-Date FY2023	Difference
Attala County	20,046	20,409	363
Carthage-Leake	9,488	12,505	3,017
Duck-Hill	929	862	(67)
Durant	2,110	2,080	(30)
Goodman	939	2,368	1,429
Kilmichael	1,546	1,309	(237)
Lexington	1,460	1,441	(19)
Pickens	563	640	77
Tchula	264	90	(174)
Walnut Grove	4,515	5,020	505
West	674	931	257
Winona-Montg	6,387	7,153	766
Winston County	16,213	15,450	(763)
Mobile Library	0	482	482
cloudLibrary e-books	7,062	8,383	1,321
Hoopla e-books	7,632	9,688	2,056
<b>TOTAL:</b>	<b>79,828</b>	<b>88,811</b>	<b>8,983</b>

**FY2023 Stats: Circulation (Page 1)**

42



MMRLS APP		System		Beanstack	
Total Users	Monthly Sessions	Website Sessions	Total Users	Monthly Minutes Read	
773	4,058	60,448	942	11,300	
Online Periodicals	Dial-a-Story	System	Items	Learning Express	
Ebsco Searches	Calls	Wireless Uses	Notarized	Sessions	
621	439	25,623	205	147	
Database Searches			Institutional	Registered	
Ancestry	Fold 3	Newspapers.com	Customers	Customers	
211	27	188	3	39,911	

**FY2023 Stats: Digital Stats and Customers (Page 1)**

43

LOCATION	Public Access Computers		Attendance In Library
	Customers	Hours Used	
Attala	1,571	1,344	16,118
Carthage	1,661	1,207	15,596
Duck Hill	27	23	677
Durant	843	675	3,530
Goodman	73	61	1,066
Kilmichael	89	65	948
Lexington	1,195	761	3,802
Pickens	318	254	1,131
Tchula	95	76	372
Walnut Grove	311	230	3,841
West	94	89	499
Winona	1,037	555	8,637
Winston	1,121	685	14,471
Mobile Library	0	0	0
<b>TOTAL:</b>	<b>8,835</b>	<b>6,026</b>	<b>70,688</b>

**FY2023 Stats: Computers and Attendance (Page 3)**

44

**MID-MS REGIONAL LIBRARY SYSTEM  
BRANCH RECEIPTS  
October 2022 -March 2023**

Location	Fines	Fee	Comp Print	Ear Buds	CD/DVDs FlashDrives	Copies	Repl Lib card	Postage	Meeting Room Fees	Gifts	Damaged Items	Misc	TOTALS
Attala	564.10	1,880.00	3,677.90	27.00	-	1,870.00	202.00	-	180.00	115.00	-	1,897.84	9,974.43
Durant	21.60	1,050.00	962.60	20.00	-	590.00	40.00	-	-	-	21.00	2.39	2,713.69
Goodman	-	151.50	543.95	-	-	33.50	10.00	-	-	33.55	45.99	-	876.79
Lexington	-	1,102.00	1,884.30	17.00	-	672.00	40.00	10.92	-	40.37	20.39	25.04	3,812.52
Pickens	2.20	311.20	398.70	2.00	-	186.40	-	-	-	11.98	-	1.05	913.53
Tchula	-	188.00	137.20	-	-	104.50	4.00	-	-	3.30	-	4.10	441.10
West	-	63.00	58.20	2.00	-	16.60	2.00	-	-	-	-	-	121.80
Carthage	194.57	2,862.50	2,750.30	2.00	10.00	1,217.40	204.00	-	-	245.28	15.00	1,499.16	9,007.11
Walnut Grove	16.50	323.00	404.50	8.00	-	394.40	54.00	-	-	265.80	38.50	1,095.00	2,793.80
Duck Hill	-	81.00	22.05	-	-	49.40	4.00	-	-	2.60	-	-	159.05
Kilmichael	3.10	89.00	94.30	-	-	80.10	4.00	-	-	10.44	-	0.20	201.13
Winona	8.30	1,550.00	1,669.90	1.00	10.00	992.05	82.00	-	-	310.20	20.00	157.86	4,801.71
Winston	429.54	1,507.00	1,634.00	9.00	1.00	1,674.90	110.00	-	-	5,960.96	10.00	194.88	11,313.28
<b>TOTAL</b>	<b>1,040.00</b>	<b>11,083.20</b>	<b>13,815.60</b>	<b>96.00</b>	<b>21.00</b>	<b>7,682.25</b>	<b>760.00</b>	<b>10.92</b>	<b>180.00</b>	<b>6,999.09</b>	<b>165.88</b>	<b>4,879.52</b>	<b>66,733.64</b>
RENT TO HQS	-	-	11,083.20	13,815.60	96.00	21.00	5,214.90	760.00	-	-	-	-	30,996.70

**FY2023 YTD Branch Receipts (Page 7)**

45

**Remaining Scheduled 2023 Meeting Dates:**

- August 21, 2023 in the Carthage-Leake County Library Meeting Room at 2:00 pm
  - Circulation Policy
  - Budget Request
  - Extend FY2023 operating budgets through October
- October 23, 2023 in the Winona-Montgomery County Library Meeting Room at 2:00 pm
  - FY2024 Budget

**Adjournment and Upcoming Meeting Dates**

46