



Administrative Board of Trustees Meeting Minutes

Date: October 23, 2023

Location: Winona-Montgomery

Time: 2:00 pm

County Library Meeting Room

A regularly scheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Monday, October 23, 2023 at the Winona-Montgomery County Library. Trustees in attendance were Martha Ramzy, Leake County; Rhonda Porter, Winston County; Flora Pilgrim, Holmes County; and Terry Jones, Attala County. Also in attendance were staff members: Wendy Rushing, Winona-Montgomery County Librarian; Tammy Bell, System Business Manager; and Josh Haidet, System Executive Director.

CALL TO ORDER...

The meeting was called to order by board chairperson Flora Pilgrim.

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 August 23, 2023 meeting. Terry Jones seconded, and all were in favor.

PUBLIC COMMENTS...

Ms. Martha Cain, a representative of the Friends of the Carroll County Library, spoke to the board concerning the process of the Carroll County Library potentially rejoining the Mid-Mississippi Regional Library System in the future. The board thanked her for her comments and interest, and Director Josh Haidet stated that he would be happy to speak with the Carroll County Board of Supervisors members if they had questions.

REPORTS...

A. Librarian's Report: Wendy Rushing, Winona-Montgomery County Librarian

(See attached report.)

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.)

During Mr. Haidet's report, he mentioned a few issues that had come up while implementing the system's new circulation policy. In response to these various issues and consultation with Anita Winger at Mississippi State, the director recommended making the following changes: increase the maximum checkout limit of new books and new DVDs to 10 and increase the number of holds allowed on new books to 10. Martha Ramzy motioned to approve the suggested changes, and Rhonda Porter seconded. All were in favor.

NEW BUSINESS...

A. Attala County Library Account Signers

Due to the retirement of Attala County Librarian Charla Grace as well as Attala County Assistant Librarian Vickie George, a motion was made by Rhonda Porter and seconded by Martha Ramzy for these former staff members to be removed as designated signers on all relevant bank accounts of the Attala County Library and for newly hired staff members Janelle Snyder, Librarian, and Melissa Simpson, Assistant Librarian, to be added. All were in favor.

B. MMRLS Incentive Payment Program

The board next considered two waiver requests for the FY23 MMRLS Incentive Payment Program. The board took no action on the first request, which asked that the board reconsider its decision concerning the same issue at its April meeting. The second request was submitted by a staff member who had turned in a required workshop report two days after the deadline. Rhonda Porter motioned to reduce the offending staff member's incentive payment by 50%. Flora Pilgrim seconded, and all were in favor.

The board next considered a request submitted by Director Josh Haidet for newly hired Duck Hill Librarian Dena Rainey for the FY24 program. Mr. Haidet commented that, to be eligible for the program, employees must be employed during the entirety of the fiscal year. As Ms. Rainey was hired on October 5, she did not meet the criteria. Mr. Haidet asked the board to consider making her eligible since she was hired right after the cut-off date. Martha Ramzy motioned to make Ms. Rainey eligible for the FY24 program, and Terry Jones seconded. All were in favor.

C. FY24 Meeting Dates

Next, the board reviewed a draft of meeting dates for calendar year 2024. The draft included a few changes of note regarding advisory board meetings. Director Haidet explained that they would attempt to combine the Attala and Holmes meetings into one day and the Winston and Leake meetings into one day, doing one meeting in the morning and one in the afternoon. This change would necessitate moving the Leake meeting from 3:30 p.m. to 2:00 p.m. and the Winston meeting from 2:00 p.m. to 10:00 a.m. The board also decided to move the suggested meeting date of the third quarter administrative board meeting from July 22 to August 19. Mr. Haidet also commented that, as always, these dates were subject to change. After discussion, Terry Jones motioned to approve the schedule, and Martha Ramzy seconded. All were in favor.

D. MMRLS FY2024 System Budget

The board next considered the system's budget for fiscal year 2024. The director noted the following support changes and details for this year's budget proposal:

- Increases:
 - Attala County (+\$307.00)
 - Holmes County (+\$6,954.00)
 - Winston County (+\$5,000.00)
 - City of Louisville (+\$5,000.00)
 - Town of West (+\$2,000.00)
 - Increases from Attala and Holmes Counties are due to increased millage values.
 - The increases requested from the City of Louisville and the Town of West were granted in full. Winston County awarded 50% of the system's request.
 - Increases requested from the City of Carthage and the City of Lexington (see below) were not granted.
- State of Mississippi:
 - Personnel Incentive Grant funding will decrease by \$623.00 to \$104,993.00.
- City of Lexington:
 - The City of Lexington will again provide no funding for the Lexington Public Library for FY2024. The city has provided no funding for library operations 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 FY2024.

Key Budget Details:

- PERS of Mississippi has voted to increase the employer contribution from 17.4% to 19.4%, effective July 2024. We have also been informed to prepare for an additional 2% increase each fiscal year until the rate reaches 27.4%.
- This fiscal year, maintenance and operation costs have increased by \$9,765.00 compared to FY23. Noted increases include programming, insurance and bonding, and utilities.
- Business Manager Tammy Bell has made a significant effort for FY24 to divide expenditures in the maintenance and operations category more equitably by utilizing statistical data and actual usage costs. This resulted in substantial changes in this budget category for some counties.
- In an effort to offset significant increases in the system's office equipment and supply fund, a new "toner fund" has been created. Funds from the Equipment Repair/Replacement Special Fund will be transferred to this fund based on actual toner usage from FY23.
- The system e-services budget of \$80,000.00 will be supplemented with a monthly payment of \$750.00 from the Mississippi Library Commission towards the system's Hoopla usage.
- Funds have been budgeted to provide salary increases to all employees due for a one-year salary review.
- A reserve fund transfer will be necessary to maintain level budget amounts in Leake County. Even with the transfer, the budgeted amount for materials at the Carthage-Leake County Library has decreased by 58% compared to FY22, when the city cut the library's budget. Our request for a \$10,664.00 increase from the city for FY24 was not granted.
- There are no funds budgeted for the purchase of mobile library materials in the FY24 budget. The system plans to use grant funds and materials loans as needed to add to and supplement the collection of the mobile library.

Rhonda Porter motioned to approve the FY24 budget and promote Branch Services Coordinator Brandon Cain to the position of Assistant Director. Martha Ramzy seconded, and all were in favor.

Rhonda Porter next motioned to decrease the CD belonging to the Carthage-Leake County Library held at First Financial Bank from its current balance to \$80,000.00 upon maturing in December of 2023 and to use the funds withdrawn to supplement the library's material and programming funds for FY24. Terry Jones seconded, and all were in favor.

E. FY2024 Board Chair and Vice Chair

Martha Ramzy nominated Rhonda Porter as FY24 board chairperson and Lee Branch as vice chair. Terry Jones seconded the nominations, and 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 29, 2024



Board Secretary

2/21/24

Date Approved

Librarian's Report: Wendy Rushing, Winona-Montgomery County Library

We have been working on making improvements to our library.

In July we finished weeding our nonfiction books and Brandon Cain from HQ came and helped us relocate some of our books and dvds. Next, headquarters staff came and removed furniture and racks that were no longer needed. We have gotten a lot of positive feedback on the changes we have made and are looking forward to getting our new shelving end panels in the future to give our library a much-needed facelift.

In August we celebrated customer appreciation month with a different treat each week. We handed out pens and notepads, microwave popcorn, water with a lemonade packet, Reese's Peanut Butter Cups, and magnetic bookmarks.

We have been scheduling more children and adult programs this fall. Bingo and craft activities have been popular with our adults. This past week we had coffee and games. Programs we have planned throughout the year are diamond art Christmas ornaments, Christmas painting, coloring gift tags, and Bingo.

For our children we have storytime and pumpkin painting tomorrow. In November, we will have a dinosaur storytime and craft day where we will make magnet dinosaur eyes and paint resist dinosaur canvases. In December we will have Christmas Storytime, ornament making, and cookie decorating.

We also have started a monthly STEAM program for the kids conducted by Hq staff Blair Caldwell and Lisa Breazeale.

Director's Report

MMRLS Administrative Board Meeting

October 23, 2023



New Attala County Librarian

- Janelle Snyder
- Hired as Attala Youth Services Librarian in May
- Over twenty years of supervisory experience and nearly thirty years of customer service experience
- Started position and training today
- We will begin our search for (another) new Youth Services Librarian this week
- Retirement reception for Charla Grace, Thursday, November 2, at 3:00 p.m. at the Attala County Library

New Duck Hill Librarian

- Dena Rainey
- Duck Hill resident
- Background in management and customer service
- Started October 5, 2023

New Carthage-Leake County Library Youth Services Librarian

- Vallerie Perry
- Carthage resident
- Background in retail
- Started September 12, 2023

New Winston County Youth Services Librarian

- Andy Childress
- Resident of Louisville
- Artist, writer, and puppeteer with a publishing and customer service background
- Started August 21, 2023

Durant Public Library Update

- Demolition of Durant Masonic Hall approved at City of Durant Board Meeting on 10/3/23
- Mayor commented at the meeting that he intended for the building to be down before November
- We have not yet received the report on mold in the building commissioned by the city
- No further updates currently

System Updates

- Goodman: New “mini-split” air conditioning unit installed in the meeting room, purchased by the Friends of the Goodman Library
- Friends of the Winona-Montgomery County Library: recipient of the 2023 Friends of Mississippi Libraries Chapter One Award
- Dennis Harkins: selected and participated in this year’s Librarianship 101 institute held at the Mississippi Library Commission

Updates from Previous Meeting

- Winona End Panels
 - Project award to Chris Pizzuto, “The Library Furniture Guy,” \$19,142.40
- Servers
 - Purchased and received. Approved cost was \$31,376.97
- Attala Children’s Area
 - Project on pause during the search for a new librarian. Planning will resume soon
- Circulation Policy
 - Discussions are ongoing with MLP about what is necessary to implement the changes approved in the policy
 - Training/questions at the December staff meeting
 - *A few necessary changes:

Item type	Maximum Limit	Loan Period	Renewals Allowed	Holds Allowed
Book	50	2 weeks	3	10
New Book	5 10 ↑	2 weeks	1	5 10 ↑
DVD and DVD Set	15	1 week	3	10
New DVD and DVD Set	5 10 ↑	1 week	0	10
Audiobook	15	2 weeks	1	10
Hoopla: e-books, comics, e-audiobooks	8 total items per month	3 weeks	N/A	N/A
Hoopla: music	8 total items per month	1 week	N/A	N/A
Hoopla: movies & television	8 total items per month	3 days	N/A	N/A
cloudLibrary: e-books & e-audiobooks	2	2 weeks	N/A	4

Important Dates

- 10/13/23: MMRLS Orientation: five recently hired MMRLS employees attending
- 10/17/23: MLP Director’s Meeting, Starkville
- November: MMRLS Advisory Board Meetings
- Friday, November 10: Veteran’s Day Observed (MMRLS Locations Closed)
- 12/1/23: MMRLS Staff Meeting
- The governor has not yet released the holiday schedule (Thanksgiving, Christmas, New Year’s)