



# Administrative Board of Trustees Meeting Minutes

Date: February 21, 2024 Location: Attala County Library

Time: 2:00 pm

A rescheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Wednesday, February 21, 2024 at the Attala County Library. Trustees in attendance were Rhonda Porter, Winston County; Flora Pilgrim, Holmes County; and Terry Jones, Attala County. Also in attendance were staff members: Janelle Snyder, Attala 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 Rhonda Porter.

## SETTING THE AGENDA...

As there were no additions or corrections, the agenda for the meeting was set.

## APPROVAL OF MINUTES...

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

## PUBLIC COMMENTS...

There were no public comments.

## REPORTS...

### A. Librarian's Report: Janelle Snyder, Attala County Librarian

(See attached report.)

### B. Financial Report - Tammy Bell, MMRLS Business Manager

MMRLS Business Manager Tammy Bell presented the financial report. After review and discussion, Flora Pilgrim motioned to accept the report, and Terry Jones 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. Carthage-Leake County Library Ramzy Fund Disbursement

Director Josh Haidet next reported that, according to the original fund agreement signed in 1995, it is the MMRLS Administrative Board's responsibility to approve any disbursement of the interest gained from the principle of the Ramzy Endowment Fund (\$60,000). As per the fund agreement, any funds approved for disbursement would be used to supplement the salaries of the staff of the Carthage-Leake County Library. This year's interest was \$2,420.02. Terry Jones motioned to disburse the funds, and Rhonda Porter seconded. All were in favor. Mr. Haidet mentioned that the endowment board would now approve the the amounts disbursed to each employee at the next Leake County Advisory Board meeting.

### B. Winston County Library CDs

The board next heard a report on the CDs owned by the Winston County Library. Director Josh Haidet stated that current rates were just 1.5% on two of the library's CDs, totaling \$6,613.20 and \$11,137.39. Librarian Beth Edwards called other local banks to enquire about rates, and Renasant Bank in Louisville was currently offering a rate of 5.25% APY for a five-month CD. To take advantage of this rate, the library

must pay a small penalty to remove the funds from Citizens Bank. The board next discussed the Irene Boatner fund, located in another CD at Renasant Bank in Louisville. The board commented that they would also like the library to explore a higher yield for that fund.

After further discussion, Terry Jones motioned to explore higher yields for the three Winston County CDs and move the funds to the bank with the rate determined to be the most advantageous for the funds based on the decision of Director Josh Haidet, with the two smaller amounts (approximately \$6,613.20, and at \$11,137.39) to be combined into one CD, and the Boatner Fund to remain a separate CD. She further motioned to pay the penalties necessary to remove the smaller amounts from their current CDs at Citizens Bank and inquire about the maturity date and potential penalty for moving the Boatner Fund, with Director Josh Haidet deciding to move the fund immediately or wait for the maturity date. Finally, she motioned for new or existing CDs to be assigned the following signers: Beth Edwards, Winston County Librarian, Rhonda Porter, MMRLS Administrative Board Member, and Josh Haidet, System Executive Director, with all other previous signers to be removed. Flora Pilgrim seconded, and all were in favor.

### **C. System Reserve CDs**

Next, the board considered creating CDs consisting mainly of system reserve funds currently held in checking accounts. Based on a proposal prepared by Business Manager Tammy Bell, it was estimated that \$1,156,757.63 could safely be moved to CDs, earning interest until the funds are needed. After discussion, Terry Jones motioned to create six separate CDs from the funds located in the system checking account ending in 7160 in the following amounts:

- Attala County CD: \$117,500.00
- Holmes County CD: \$241,500.00
- Leake County CD: \$213,000.00
- Montgomery County CD: \$169,000.00
- Winston County CD: \$80,000.00
- System CD: \$335,700.00

She further motioned that the CDs be created at the bank with a rate determined to be the most advantageous for the funds based on the decision of Director Josh Haidet and that the CDs be assigned the following signers: Terry Jones, MMRLS Administrative Board Member, and Josh Haidet, System Executive Director. Flora Pilgrim seconded, and all were in favor.

### **D. Incentive Payment Waiver Requests**

The board next considered two requests for waivers for the incentive payment program. IT Coordinator Michael Davide (illness) and Genealogy Librarian Ann Breedlove (planned medical procedure) were forced to miss the December staff meeting. Flora Pilgrim motioned to grant the waivers to both employees, and Terry Jones seconded. All were in favor.

### **E. MLP Bylaws**

The director next reported that the Mississippi Library Partnership had updated its bylaws. The director asked board attorney Carey Varnado to review the draft before the meeting. After discussion, Flora Pilgrim motioned to authorize Director Josh Haidet to sign the system's agreement to the new bylaws, and Terry Jones seconded. All were in favor.

### **F. Review Citizen's Request for Reconsideration of Library Materials**

The board next considered a request for reconsideration of library materials submitted by a patron of the Attala County Library. The request was for a series of eight books based on the Minecraft video game published by Dark Horse Books. In the request, the petitioner wrote, "In book 4 of the series, two of the

main characters, both girls, start dating. They are seen hugging and holding hands in the next books." The petitioner also mentioned that the book was AR-coded for a second-grade reading level. Publisher Penguin Random House recommends the book for middle-grade readers aged 8-12. The petitioner asked that the books be removed from the library.

After discussion, Terry Jones motioned to remove the books from the library's collection. Flora Pilgrim seconded, and all were in favor.

**G. Collection Development and Maintenance Policy**

The board next reviewed a new draft of the system's Collection Development and Maintenance Policy. The policy was prepared by Director Josh Haidet and Assistant Director Brandon Cain, with the assistance of Acquisitions Coordinator Pam Chadick and other headquarters staff members based on policies from libraries around the country and the system's previous policy. After review and discussion, Flora Pilgrim motioned to approve the new policy, and Terry Jones seconded. All were in favor.

**H. Display Space Policy**

The board next considered a draft for a new Display Space Policy. Again, the policy was prepared by Director Josh Haidet and Assistant Director Brandon Cain, based on local needs and policies from libraries around the country. After review, Flora Pilgrim voted to approve the new policy, and Terry Jones seconded. All were in favor.

**I. Purchasing Policy Update**

The board next considered an update to the system purchasing policy based on new information provided by the state attorney general and Mississippi Library Commission. After discussion, the board did not take any action.

**J. Circulation Policy Update**

The board next considered an addition to the system's circulation policy. After discussion, Terry Jones motioned to add the following section to the circulation policy, and Flora Pilgrim seconded. All were in favor:

**Circulation of New Materials**

Circulation and holds on newly purchased books, DVDs, and Blu-rays will be limited to the patrons registered at the purchasing branch for a period of 90 days.

**ADJOURNMENT...**

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

**NEXT SCHEDULED MEETING:** April 22, 2024



Approved April 22, 2024  
Josh Haidet MMRLS Admin Board Secretary

# Attala County Library



**Attala County  
System Trustees  
February 21, 2024  
Janelle Snyder - Librarian**

## **A Quick Overview:**

Public Relations: 96 Facebook posts with 42,504 views  
114 mentions in Star Herald  
Over 101 mentions on Breezy Radio  
Mississippi Magazine article

## **Programming Overview:**

8 regularly held monthly programs - Master Builders, Chess Club, Youth Collective, Little One's Library Time, Library Learners Homeschool Group, Womens Fitness, Crochet Circle and Senior Moments  
Additional programs held as needed

## **Outreach Overview:**

Storytime is held monthly at 5 area preschools and 3 elementary schools



# December



Child Pleaser float in the Kosciusko Christmas Parade



Little Ones Library Time



Welcome Mandi Beckham, new Youth Services Librarian

In December -  
Over 3,100 people reached through outreach programs  
Over 250 people reached through in-house programs



Diamond Art is a new favorite of our patrons, we held a second Diamond Art event for teens and a second one for adults. This Spring we will have one for ages 5-12.



Christmas Party fun for Youth Collective

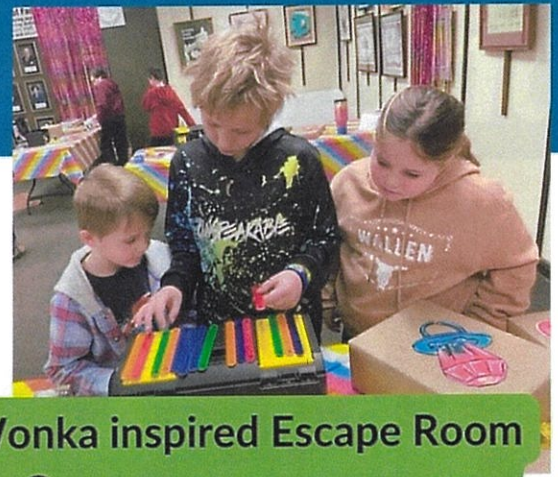




# January



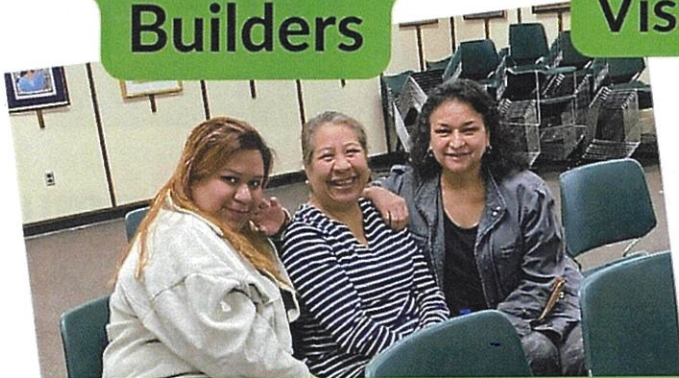
Willie Wonka inspired Escape Room for kids. Our escapes rooms are so popular we had to schedule 2 seperate times to accomodate everyone!



Lego Club - now called Master Builders



Youth Collective Vision Boards



Financial Planning with Citizens Bank. Our first Saturday program and our first program to offer Spanish translation

In January -  
400 reached through outreach programs  
116 through In-house programs



# February and Beyond

## 80's Escape Room and Lock-in



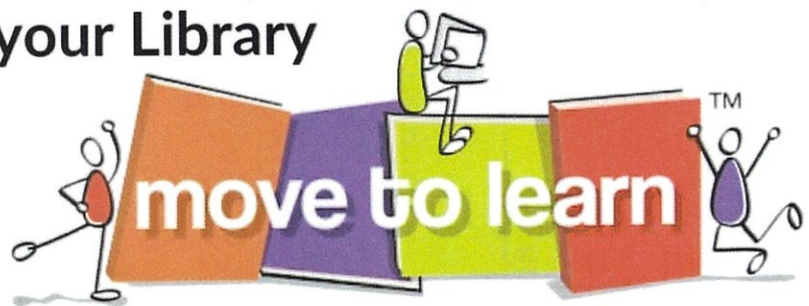
Kids No-heat cooking  
Saturday Feb 24th 10am



## April - National Library Week

Author Event with local author  
Twyla T

## Summer Library Reading Program Adventure Begins at your Library





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# March 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CLOSED	8am-6pm	8am-6pm	8am-6pm	8am-6pm	8am-6pm	9am-1pm
	Attala County Library 201 S Huntington St Kosciusko, Ms 39090 (662)289-5141				Crochet Circle 10:00	Happy Birthday Dr. Seuss
3	4	5	6	7	8	9
		Womens Fitness 2:00	Youth Collective 3:30		Closed for Staff Training	
10	11	12	13	14	15	16
		Teen Art Day 3:30	Library Learners 10:00 Master Builders 3:30	Kids Game Day 3:30	Senior Moments 10:00	
17	18	19	20	21	22	23
		Womens Fitness 2:00	Youth Collective 3:30	Little Ones Library Time 10:00 Decoupage Art for Adults 6:00		
24	25	26	27	28	29	30
			Youth Chess Club 3:30		Closed	Closed
31						



**Director's Report Part 1**  
**MMRLS Administrative Board Meeting**  
**February 21, 2024**



**System Weather Closures and Issues**

- All MMRLS branch locations were closed January 16-17 due to freezing temperatures and dangerous road conditions.
- In addition, the Winona-Montgomery County Library was closed on January 18, and the Duck Hill Public Library was closed on January 18 and 19 due to a lack of running water.
- The Durant Public library was without water on January 22, 23, and part of the day on January 24. The library remained open with the staff using bottled water as needed.

**Updates from the Previous Meeting**

- Our contract with Beanstack is scheduled to end in May.

**AG Opinion on Library Building Maintenance**

- Last year, The City of Jackson asked for an attorney general's opinion about the funding of library building maintenance.
- Here is a summary of the question and resulting answer:

**Question Presented**

May the Jackson/Hinds Library System utilize a general appropriation from the City to make necessary repairs and maintain the facilities of the library, or must the City's governing authorities make a special appropriation in excess of the annual appropriation?



## **Brief Response**

The System may utilize the general appropriation from the city of Jackson for repair and maintenance of its library facility in accordance with Section 39-3-3.

- The opinion is based on the following law code:
- § 39-3-3. Funds for establishment and operation of libraries.  
Where any public library or public library system is established under this article, either by the county board of supervisors or the governing body of a municipality, the cost of purchasing land, erecting buildings and equipping and *maintaining such public library or public library system shall be paid for in whole out of the general funds of the county or municipality.*



# **MMRLS Admin Board Meeting Director's Report Part 2**

February 21, 2024



# Director's Report - Accident

- MMRLS IT Coordinator Michael Davide was involved in an accident on January 29, 2024 in a library vehicle.
- Michael was traveling to the Lexington Library. The accident occurred along Highway 12 in Sallis.
- Michael was hit by a pickup truck attempting to cross the road. The driver said he didn't see the library van.
- There were no serious injuries, though Michael did visit to clinic after the accident to be examined.
- It appears the driver of the pickup was uninsured.

# Director's Report - Accident

- The vehicle was totaled out by the insurance company. The options we were given was to receive \$11,662.10 to give up the vehicle, or \$7,841.75 to keep the vehicle.
- We received a quote of \$4,719.18 to complete the repairs needed to the van.
- The comparable passenger van on state contract is priced at \$41,895.00.
- Based on this information, we have decided to keep the van and have it repaired.
- The van currently has 58,741 miles on it.



# Director's Report - Accident



# Director's Report - Accident





# Director's Report - HQ Retirement

- Cataloging Coordinator Jannine Hutchinson (now Preusser) will be retiring after 18.5 years of service on June 30.
- We are currently planning to honor Jannine at the upcoming March staff meeting
- We are in the process of planning for conducting our search for Jannine's replacement.



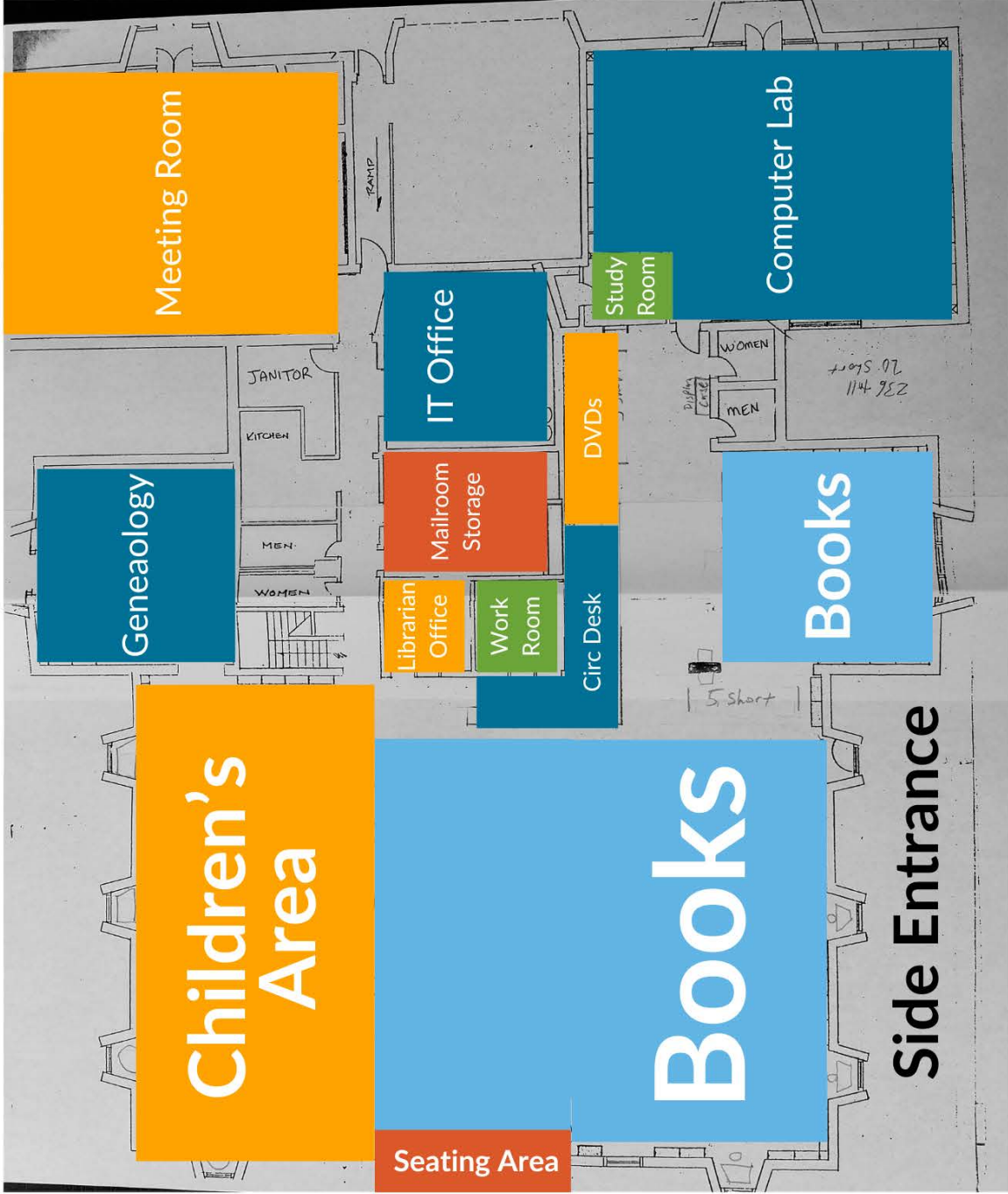
# Director's Report – Hiring in Attala

- We will be advertising to add a part time person at the Attala County Library. This position has been vacant since the retirement of Bobbie Hofmister in October of 2022.
- We will be adjusting the hours of the position to Tuesday – Friday 2p – 6p, and Saturday 9a – 1p, with off days on Sunday and Monday\*
- The new staff member will help free up other staff to conduct and plan programming and assist with working evening and weekend hours.



# Director's Report – Attala Reset

- As part of our planned renovation of the children and teen areas at the Attala County Library, we are also planning a floor plan reset for the branch
- With this reset, we'd like implement the original plan we had back in 2020 for the library that we had to alter due to the issues with the roof
- We are exploring options to have the shelves moved by a company that specializes in that work



**Front Entrance**

Huntington Street



**Main Entrance**

Parking Lot

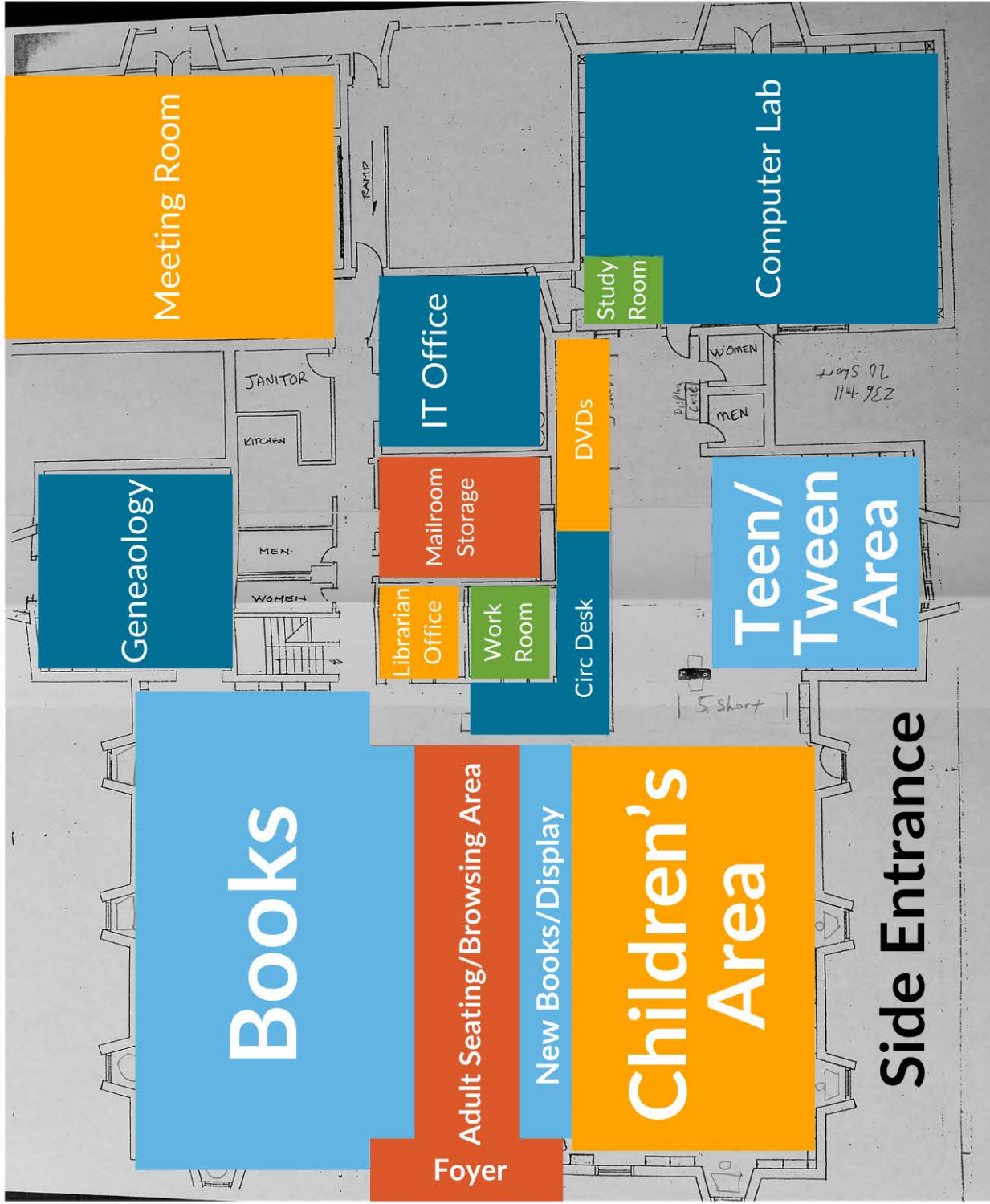


**Attala County Library - Current Layout**



Front Entrance

Huntington Street

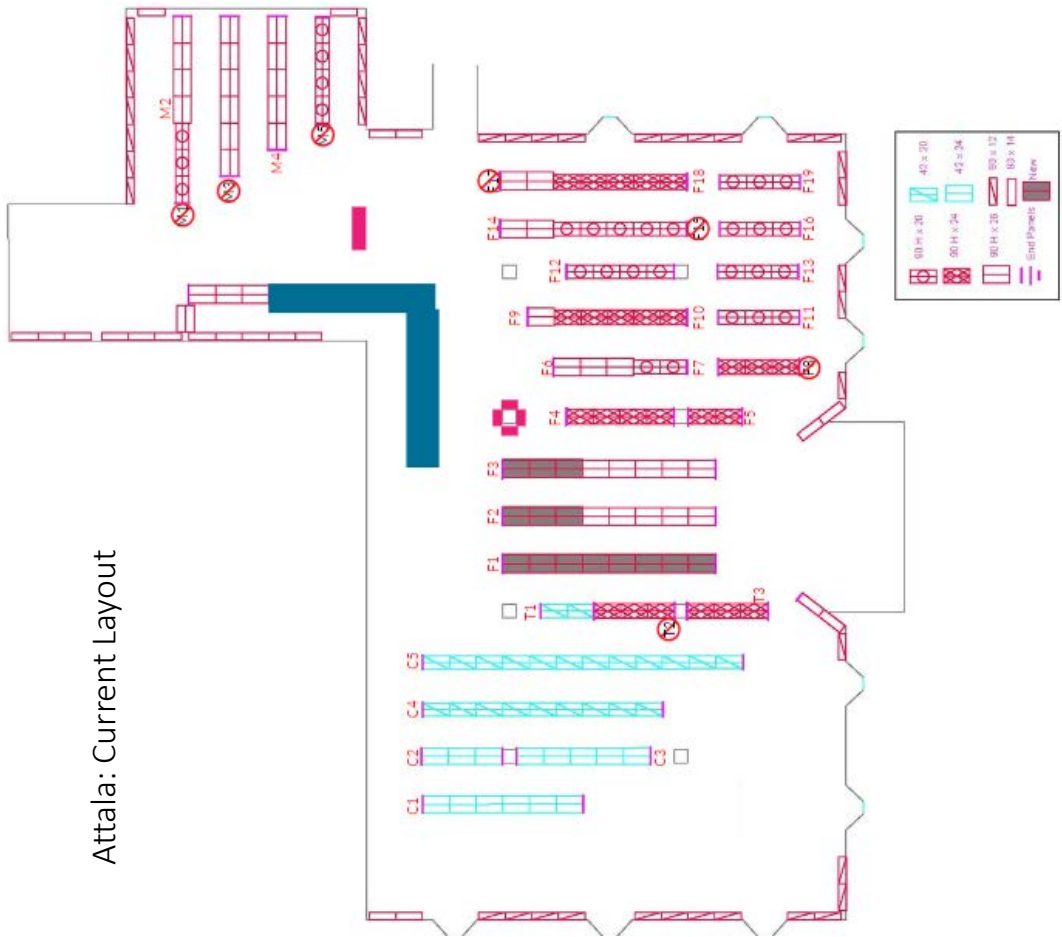


Main Entrance

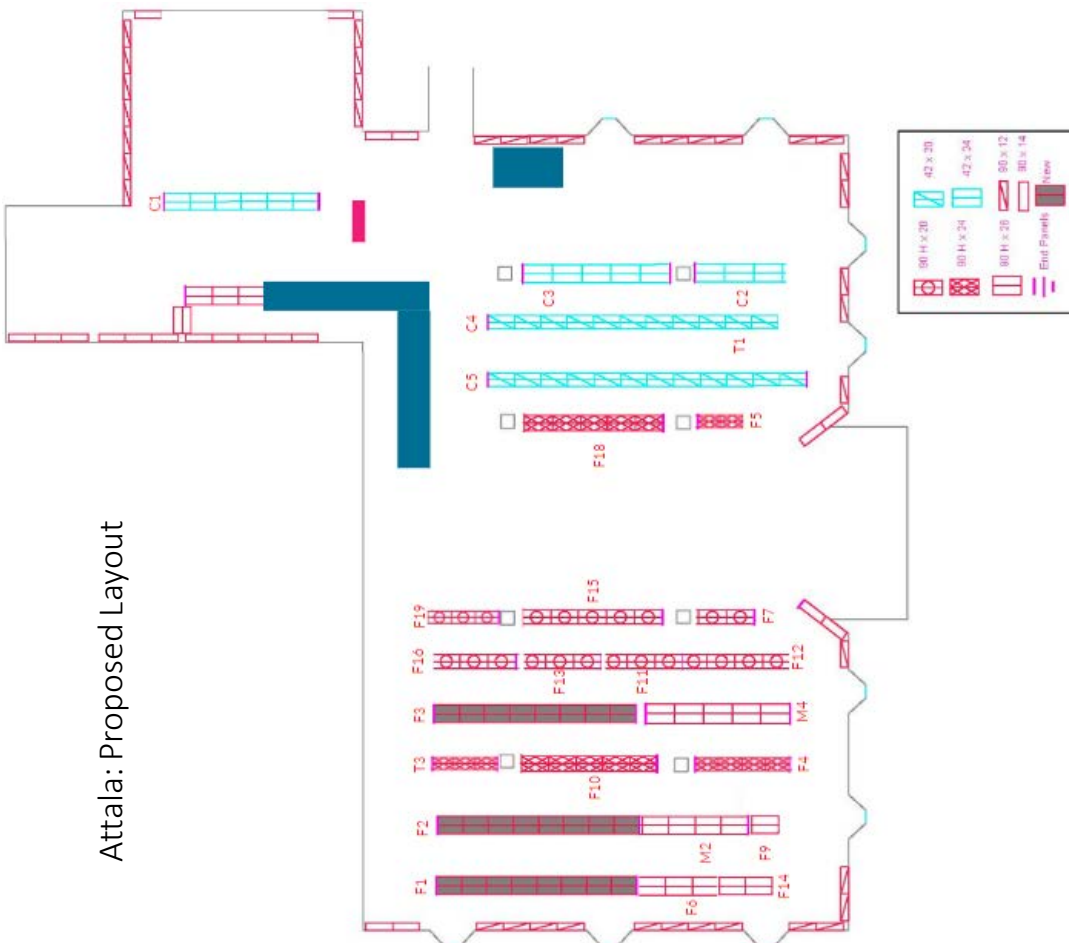
Parking Lot

Side Entrance

Attala: Current Layout



Attala: Proposed Layout





# 2024 Planned Branch Projects

- March: Walnut Grove Weeding
- April: Clean out Durant Meeting Room
- May: Duck Hill Weeding
- Fall: Winston County Library Reset
- Strategic Plan (Ongoing)
- Durant: New circulation desk (on order)\*

# 2024 Planned Branch Projects

## Other projects:

- Carthage Cleanout
- Kilmichael end panels, shelving and computer tables
- Computer table for Winona
- Computer table and display shelf at Duck Hill

# Director's Report: Durant Flooring

- All carpet removed after the flooding that occurred in November of 2023
- We are still waiting for the flooring to be replaced
- The latest information we have comes City Clerk Ursula Perry
- She told us that the insurance company denied the claim for the leak because “someone from the library system told the insurance company that the leak was caused by plumbing.”
- Apparently, the city plans to find funding for the flooring elsewhere.