



# Administrative Board of Trustees Meeting Minutes

Date: April 22, 2024

Time: 2:00 pm

Location: Winston County  
Library

A regularly scheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Monday, April 22, 2024, at the Winston County Library. Trustees in attendance were Rhonda Porter, Winston County; Martha Ramzy, Leake 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 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 February 22, 2024 meeting. Martha Ramzy seconded, and all were in favor.

## PUBLIC COMMENTS...

There were no public comments.

## REPORTS...

### A. Audit Report: Justin Keller, CPA with Watkins, Ward, and Stafford

Mr. Keller introduced himself to the board and reported needing more time to complete this year's library system audit. He fully expected to have the process completed by the May 31 deadline. Director Josh Haidet suggested that the board call a special meeting to approve the audit when it was completed before it was submitted.

### B. Librarian's Report: Beth Edwards, Winston County Librarian

(See attached report.)

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

MMRLS Business Manager Tammy Bell presented the financial report. After review and discussion, Martha Ramzy motioned to accept the report, and Terry Jones seconded. All were in favor.

### D. Director's Report – Josh Haidet, MMRLS Executive Director

(See attached director's report and building report.)

## NEW BUSINESS...

### A. Attala County Library Digital Sign

The first item of business was bids that the system received to replace the malfunctioning digital sign at the Attala County Library. Director Josh Haidet mentioned that the current sign was around six years old, and one side often malfunctioned, especially in warmer weather. He stated that the county maintenance man had tried several times to repair a faulty cooling fan in the sign and that the manufacturer no longer supported the sign. He also mentioned that the library would prefer that the sign have more capabilities, such as displaying full-color graphics.

IT Coordinator Michael Davide collected two bids for the meeting. One vendor declined to bid because the library system could not give the vendor a budget. The bids were as follows:

- Fast Signs, Hattiesburg MS: \$28, 077.32
- Sign Design Plus, West Point MS: (two options, with tax included that would need to be removed): \$20,597.50 and \$31,030.00
- McNair Signs, Carthage MS: Declined to bid

Due to the high cost of the quotes and because the previous sign did not last very long, the board asked if a digital sign was needed at the library. Director Haidet said he would prefer a digital sign to continue advertising library events and services to the local community. He also mentioned that if the digital sign were not an option, a different sign would need to be installed in its place. He also hoped that a new sign of a higher quality would last longer than the current sign.

After further discussion, the issue was tabled, with the board instructing the director to pursue additional bids to present at its next scheduled meeting date.

#### **B. System and Winston CDs**

The board next heard a report on system CDs. The funds approved to be moved to CDs at the February meeting of the board were put into five-month CDs to take advantage of the best rates, meaning they would mature before the next meeting date. The board indicated that they would like to make a motion to cover the movement of CD funds in the future. They decided to table the motion until the next meeting of the board.

#### **C. Incentive Payment Waiver Requests**

Next, the board heard three waiver requests for the incentive payment program. Three employees missed the March staff meeting for medical reasons. After discussion, Lee Branch motioned to approve the requests, and Martha Ramzy seconded. All were in favor.

#### **D. Customer Conduct Policy**

The board was next presented with a new draft of the MMRLS Customer Conduct Policy. Director Josh Haidet stated that the goal of the new draft of the policy was to condense and simplify language. There were no significant changes to the policy from the previous version, except to remove language about filming in the library. The director said that the board would be presented with a separate policy dealing with this issue at a future meeting.

After further review and discussion, Terry Jones motioned to approve the draft as written, and Lee Branch seconded. All were in favor.

#### **E. Children in the Library Policy**

The board was next presented with a new draft of the MMRLS Children in the Library Policy. Director Josh Haidet stated that the goal of the new draft of the policy was to condense and simplify language. There was only one major change to the draft from the previous policy, which suggested increasing the age of a "caregiver," or an individual who is permitted to independently supervise a child under the age of 10, from 12 to 16 years of age.

After further review and discussion, Martha Ramzy motioned to approve the draft as written, and Terry Jones seconded. All were in favor.

#### **F. Animals in the Library Policy**

The board was next presented with a new draft of the MMRLS Animals in the Library Policy. Director Josh Haidet stated that the goal of the new draft of the policy was to condense and simplify language. There were no significant changes to the policy from the previous version.

After further review and discussion, Martha Ramzy motioned to approve the draft as written, 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:** August 19, 2024 at the Durant Public Library

A handwritten signature in black ink, appearing to read 'JHaidet', with a stylized flourish extending to the right.

Approved August 19, 2024  
Josh Haidet MMRLS  
Admin Board Secretary

# WINSTON COUNTY LIBRARY LIBRARIAN'S REPORT TO MMRLS SYSTEM BOARD OF TRUSTEES 4/22/2024

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

*All statistical information is for the months of April 2023 through March 2024*

Beat I 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:** 36,370 or 3,031/mo.
- **ATTENDANCE IN LIBRARY:** 38,120 or 3,177/mo..
- **PUBLIC RELATIONS:**
  - Social Media Posts – 320
  - Social Media Views 140,750
  - Newspaper Articles – 106
  - Internet Articles – 89
  - Radio Spots – 2,756

(6 times a day)

# **MMRLS Admin Board Meeting**

April 22, 2024

- System and Winston CDs
- MLP Bylaws
- Citizen's Request for Reconsideration  
of Library Materials

- Walnut Grove Weeding
  - Completed, book sale held
- April: Clean out Durant Meeting Room
  - Boxes picked up
  - More discarding is necessary before summer
- May: Duck Hill Weeding
  - Completed, book sale being held

- Attala Reset
  - In progress
- Attala Children's Area
  - Planning will begin after reset
- Strategic Plan (Ongoing)
  - Branch feedback collected, public feedback collection is next step
- Durant: New circulation desk
  - Installed



## Other projects:

- Fall: Winston Reset
- Carthage Cleanout
- Kilmichael end panels, shelving and computer tables
- Computer desk for Winona
- Computer table and display shelf at Duck Hill
  - Completed

- New report
- MMRLS Building Report
- I want to ensure that the board is aware of the ongoing issues with MMRLS facilities
- Issues will be reported on each quarter, and progress will be tracked

- Search for new Cataloging Coordinator
- Deadline of May 12
- We hope to have a new employee in place by June

 We Are \_\_\_\_\_ **HIRING!**

**Cataloging Coordinator**  
MMRLS Headquarters  
Kosciusko, Mississippi

**APPLY TODAY!**

**midmisslib.com/jobs**

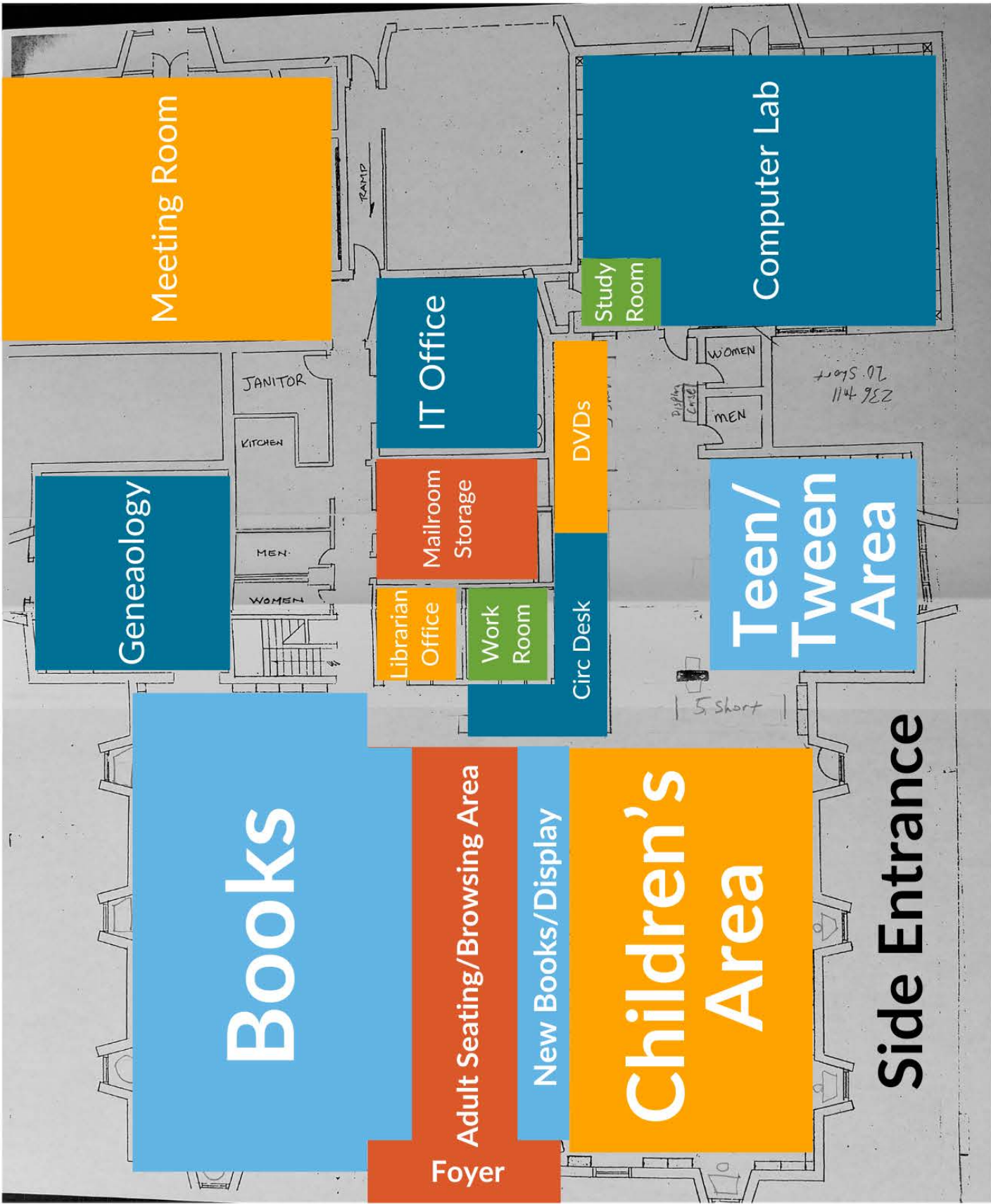
- Replaced windshield in 2023 Chevy
- Beanstack support has ended
- Vendor presentations at MLP
- SMS messaging will soon be an option for patrons

- New advisory board members in Leake and Winston Counties
- Leake County: Leller McCarty
- Winston County: Tekella Foster

- New Library Clerk Shelby Cuny
- Started in late March
- Shelby works until 6pm Tuesday through Friday, and Saturday 9a - 1p
- Reset is progressing
- Timeline for completion of reset is the end of May
- Planning for children and teen area redesign will start after reset completion



# Main Entrance



# Front Entrance

Huntington Street







Mystt

Mysteries

Online Catalogs

Children's New Books

LOPE BEX









- All carpet removed after the flooding that occurred in November of 2023
- We are still waiting for the flooring to be replaced
- The city now says that they are getting bids for a linoleum flooring to be put down
- We were told of one bid for approximately \$8,000.00 that they rejected because it was “too high”





# Director's Report

## Leak and wall issue at the West Public Library





# Director's Report - Carthage-Leake County Library Solar Eclipse Program



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## Director's Report - Montgomery County

- The Winona-Montgomery County Friends of the Library hosted the First Lady of Mississippi Elee Reeves for National Library Week





# Director's Report

## The Winston County Library hosted Mississippi Author and Master Gardener Felder Rushing for National Library Week







## Director's Report - Mobile Library

- New "Pop-Up" library stops in Attala and Winston Counties
- McCool, Noxapater, and Nanih Waiya
- Upcoming festival stops in April include Natchez Trace Festival and Winona



Branch name:	Year-To-Date	Year-To-Date	Difference
	FY2023	FY2024	
Attala County	20,409	27,026	6,617
Carthage-Leake	12,505	15,587	3,082
Duck Hill	862	1,248	386
Durant	2,080	1,565	(515)
Goodman	2,368	3,822	1,454
Kilmichael	1,309	1,789	480
Lexington	1,441	2,410	969
Pickens	640	983	343
Tchula	90	414	324
Walnut Grove	5,020	6,574	1,554
West	931	1,389	458
Winona-Montg	7,153	7,663	510
Winston County	15,450	19,682	4,232
Mobile Library	482	841	359
cloudLibrary e-books	8,383	8,603	220
Hoopla e-books	9,688	9,249	(439)
<b>TOTAL:</b>	<b>88,811</b>	<b>108,845</b>	<b>20,034</b>

LOCATION	Public Access Computers		Attendance in Library
	Customers	Hours Used	
Attala	2,030	1,448	19,615
Carthage	1,641	1,556	18,688
Duck Hill	29	29	586
Durant	309	262	1,352
Goodman	50	29	1,152
Kilmichael	125	91	985
Lexington	1,239	1,153	10,514
Pickens	227	212	1,021
Tchula	130	141	468
Walnut Grove	266	164	4,152
West	207	357	653
Winona	1,004	548	7,949
Winston	759	412	20,419
Mobile Library	0	0	0
<b>TOTAL:</b>	<b>8,016</b>	<b>6,402</b>	<b>87,554</b>

FY23: 8,835      6,026      70,688

System	Items
Wireless Uses	Notarized
24,961	364

FY23: 25,623      205

In-House Programs	Number of Programs	Attendance
FY24	445	5,437
FY23	203	2,753

- **Remaining 2024 Meeting Dates:**
- **Special Called Meeting to Approve Audit**
- **August 19, 2024 at the Durant Public Library at 2:00 p.m.**
- **October 28, 2024 at the Carthage-Leake County Library at 2:00 p.m.**

## Attala County

- Painting needed in main library to cover up staining; ceiling tiles need replaced throughout building where previous leaks occurred
- Leaking around windows
- Bathrooms need updating
- New flooring needed throughout main library and meeting room

## Holmes County

### **Durant Public Library**

- New flooring is needed in the main library due to flooding that occurred in November 2023. New flooring needed in children's area due to age
- Windows have missing panes, cracked glass, and rotting frames
- Wall is bulging and crumbling on the west side in children's nonfiction area
- Wall is cracked and crumbling in the alcove seating area
- The corner near the exit door has been damaged by water and is moldy
- Lights and ceiling tiles need replaced or repaired in several areas
- Front door has loose and broken windows, and seals need to be replaced. Water leaks into foyer during rain
- Outside lamps are broken and hanging from the pole by a wire
- Roof damage from 2017 tornado has never been fixed, and is getting worse
- Subceiling is in questionable condition and should be inspected
- Mold is suspected throughout the building due to previous water damage
- HVAC in the main library leaks and squeals
- Bathrooms are in poor condition

### **Goodman Public Library**

- Security lights in parking lot do not work

### **Lexington Public Library**

- No known issues

### **Pickens Public Library**

- Windows are drafty and in poor condition
- New flooring needed throughout library

### **Tchula Public Library**

- Roof leak in the meeting room that has been present for years. Wall stays wet and is moldy. Meeting room is closed to the public
- Periodic leaks in other areas peeling wallpaper and ceiling tiles that need replaced
- Some pipes in kitchen need repaired or replaced

## **West Public Library**

- Leak in the corner of the building and water damage to wall shared with building next door that is in disrepair
- Several weak places in the floor
- New flooring needed
- Honeybee infestation

## **Leake County**

### **Carthage-Leake County Library**

- Broken lock on the double doors in the foyer
- Security lights in the rear of the library do not work
- Bathrooms need remodeled
- New flooring needed throughout library

### **Walnut Grove Public Library**

- No known issues

## **Montgomery County**

### **Duck Hill Public Library**

- Crack in the back wall due to a drainage problem in the rear of the building. This issue has been repaired in the past, but it remains a problem

### **Kilmichael Public Library**

- Meeting room (run by the town) has a serious leaking issue. The back door and other areas leak into the room, causing damage to the door, wall, and carpet. All need replaced or repaired

### **Winona-Montgomery County Library**

- Emergency exit door on side of the building is rotting and is difficult to close
- Safety rails on walkways are rotting
- Gutters are coming loose from the building, along with fascia boards
- Outside security lights need repaired or replaced
- Holes remain in meeting room and bathroom walls where repairs were completed over a year ago at least were and never fixed
- Bathrooms are in poor general condition. Faucet in patron restroom leaks consistently
- New flooring needed throughout library

## **Winston County**

- Sidewalk in front of the library needs repaired
- Bathrooms need to be remodeled
- A previous leak in the children's area that has been repaired still smells like mold