



Administrative Board of Trustees Meeting Minutes

Date: August 19, 2024

Location: Durant Public Library

Time: 2:00 pm

Meeting Room

A regularly scheduled meeting of the Mid-Mississippi Regional Library System Board of Trustees was held on Monday, August 19, 2024, at the Durant Public Library. Trustees in attendance were 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 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 April 22, 2024 and May 30, 2024 meetings. Lee Branch seconded, and all were in favor.

PUBLIC COMMENTS...

There were no public comments.

REPORTS...

A. Librarian's Report: Lea Ellis, Durant 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, Lee Branch 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.)

OLD BUSINESS...

A. Attala County Library Digital Sign

Director Josh Haidet first updated the board on an item of business that was tabled from the last meeting: the digital sign at the Attala County Library. Since April, the system had received one further bid, this time from Davaine Lighting LLC located in Jackson. The bid was for \$19,441.00.

Mr. Haidet also mentioned that he requested that the county send an electrician to look at the sign to see if he could ascertain the issue. The electrician stated that the fan was functional, but there were a few other pieces that could be causing the issue, and that parts had been ordered. Mr. Haidet recommending again tabling the issue until the next meeting of the board, when he would provide another update.

NEW BUSINESS...

A. Executive Session

Terry Jones motioned to move into executive session to discuss personnel issues. Lee Branch seconded, and all were in favor. No actions were taken by the board during the session.

B. Carthage Budget Cut

Director Josh Haidet next informed that board that the City of Carthage planned to cut the library's support budget by \$18,377.00 for the upcoming fiscal year after cutting the library's budget by around \$13,000.00 in 2021 by making the library system responsible for building utilities. In the letter announcing the cut to the library, the city only stated that there were several cuts in the city's budget for the year. The director drafted a response to the city which detailed the next steps the board would need to consider in October when the new budget was approved, including reducing staff hours, limiting open hours, scaling back community programs, and further reducing the material budget which was cut by over half due to the last reduction.

C. CD Rates and Committees

The board next considered the creation of committees to handle system and branch specific CDs in order to take advantage of the best interest rates available at the time of maturation.

First, Lee Branch motioned to authorize the following individuals as signers on system CD accounts, and to grant them the authority to change CD terms or transfer funds to a different bank upon the maturity date of the fund, with the requirement to report any activity to the board at its next scheduled meeting date:

- Director Josh Haidet
- Board Treasurer Terry Jones

Terry Jones seconded, and all were in favor.

Next, Lee Branch motioned to authorize the following individuals as signers on CDs belonging to the Carthage-Leake County Library and to grant them the authority to change CD terms or transfer funds to a different bank upon the maturity date of the fund, with the requirement to report any activity to the board at its next scheduled meeting date:

- Director Josh Haidet
- Leake County Administrative Board Member Martha Ramzy
- Carthage-Leake County Librarian Jennifer Thornton

Terry Jones seconded, and all were in favor.

Next, Lee Branch motioned to authorize the following individuals as signers on CDs belonging to the Winston County Library and to grant them the authority to change CD terms or transfer funds to a different bank upon the maturity date of the fund, with the requirement to report any activity to the board at its next scheduled meeting date:

- Director Josh Haidet
- Winston County Administrative Board Member Rhonda Porter
- Winston County Librarian Beth Edwards

Terry Jones seconded, and all were in favor.

Terry Jones motioned to remove former Carthage-Leake County Librarian Nancy Cain from the Carthage-Leake County Library checking account and add new Assistant Librarian Amanda Dowdle, while retaining new Librarian Jennifer Thornton as a signer. She further motioned to remove Ms. Cain from all

Carthage-Leake County Library CD accounts, and add Librarian Jennifer Thornton. Lee Branch seconded, and all were in favor.

Terry Jones motioned to remove former Durant Assistant Librarian Alexandra Epps from the Durant Public Library checking account and add new Assistant Librarian Monica Moore. Lee Branch seconded, and all were in favor.

D. FY2024 Audit

The board next discussed the FY2024 audit. Director Josh Haidet inquired to the Mississippi Library Commission as to the existence of a statute that compelled the library to solicit bids for audit services. The reply indicated that no such statute exists. After discussion, the matter was tabled until a later date with the system again planning to utilize the services of the firm of Watkins, Ward, and Stafford for the FY2024 audit.

E. Incentive Waiver Requests

Next, the board heard a waiver request for the incentive payment program for an employee who missed the August staff meeting for medical reasons. After discussion, Terry Jones motioned to approve the request, and Lee Branch seconded. All were in favor.

F. Sage Leave Software

The board next considered a new software program that would simplify the process of requesting leave for the library system. The software is offered through Sage 50, and is called Sage HR. Director Josh Haidet stated that Sage was the software that the system already used for accounting purposes, spending approximately \$3,000.00 yearly. This new module would cost about \$2,088.00 per year, but would enable employees to remotely request leave and administrators to approve leave paperlessly, with all details being stored in the cloud. The module would also allow the library to upload relevant documents to employee accounts such as job descriptions, and would enable employees to track leave and view paystubs. After further discussion, Terry Jones motioned to purchase the new module, and Lee Branch seconded. All were in favor.

G. Extend FY24 Budget

Director Haidet next commented that the FY25 budget for the Mid-Mississippi Regional Library System would be submitted to the board for approval at its next scheduled meeting in October, once all funding amounts for the fiscal year have been confirmed. In the meantime, the director stated that the library needed an interim budget to operate from October 1 until the new budget is approved. Lee Branch motioned to continue operating at FY24 budget levels until the FY25 budget is finalized. Martha Ramzy seconded the motion, and all were in favor.

H. MMRLS Strategic Plan

The approval of the MMRLS Strategic Plan was tabled until the next meeting of the board.

ADJOURNMENT...

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

NEXT SCHEDULED MEETING: October 28, 2024 at the Carthage-Leake County Library at 2:00 p.m.

Approved 10/28/24, Josh Haidet, MMRLS Administrative Board Secretary



Director's Report

MMRLS Administrative Board Meeting

August 19, 2024



West Library Hours Change Completed

- As approved at the last board meeting, the hours of the West Public Library have been changed by 30 minutes each day to accommodate the librarian and a local bridge closing.
- The new hours are as follows:
 - Monday: 8:30am – 4:30pm
 - Tuesday: Closed
 - Wednesday: 8:30am – 12:30pm
 - Thursday: Closed
 - Friday: 8:30am – 4:30pm

Summer Reading Program Stats

- Our 2024 Summer Reading Program is completed.
- System-wide statistics for the months of June and July
 - Items Circulated: 47,998
 - Minutes Report Read: 268,678
 - Programs: 311
 - Program Attendance: 6,587
 - Donations/Sponsor Funds: \$7,360.52

Other Notes

- July/August Activity Reports nearly completed
- MMRLS Staff Meeting August 9
 - Robert Hawkins, Manager, Kosciusko Walmart
 - Lacy Ellinwood, Lead Consultant, Mississippi Library Commission
- Dena Rainey, Duck Hill Librarian, battling health issue

Attala County

- Painting and replacement of ceiling tiles proceeding, scheduled to be finished this week. Carpet will also be cleaned in main library.
- Leaking around windows
- Bathrooms need updating
- New flooring needed throughout main library and meeting room
- Digital sign malfunctioning

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. Leak appeared again on June 7, causing a ceiling tile to fall and damage a summer reading display.
- Several weak places in the floor
- New flooring needed
- Honeybee infestation (possibly fixed!)
- Air conditioning issues throughout the summer

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
- Air conditioning issues in main library this summer

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

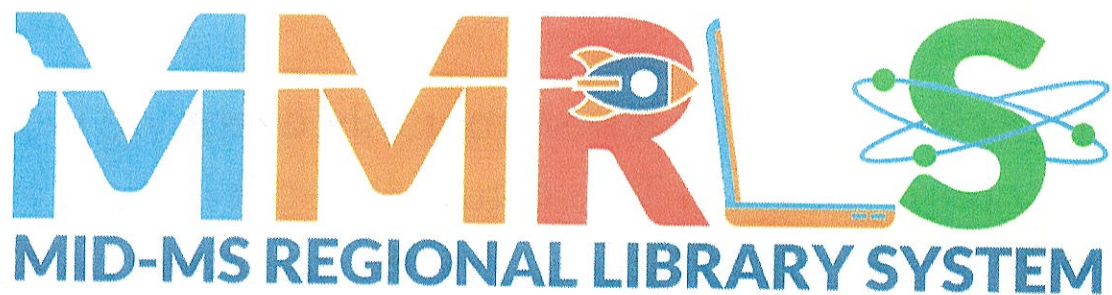
- Meeting room (run by the town) has a serious leaking issue. The back door and other areas leak into the room, causing damage to the door, wall, and carpet. All need replaced or repaired
- Update: carpet has been removed from the room. Ceiling tiles are sagging throughout the area.

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

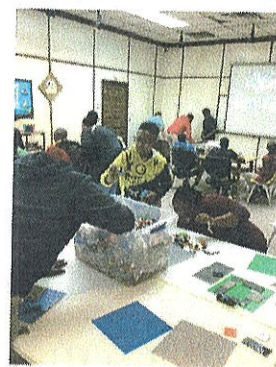
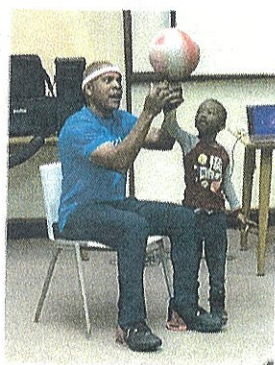
- Sidewalk in front of the library needs repaired
- Bathrooms need to be remodeled
- A previous leak in the children's area that has been repaired still smells like mold



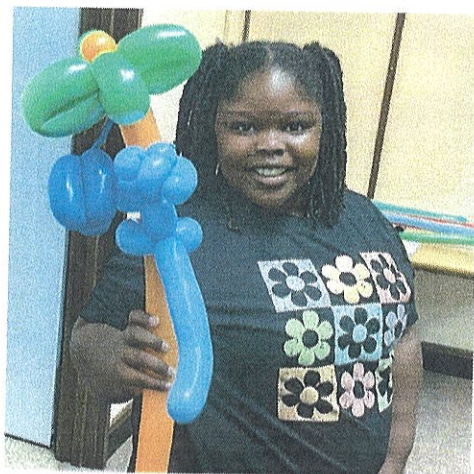
Durant Public Library

August 19, 2024

Summer Library Programming wrapped up with a total of 230 participants in our 18 different events.



Back to School Bash August 1st was a great time with balloon animals, sno-cones, nachos, chili cheese dogs, stem games and Nintendo Switch.



Toddler Tinker Lab is a new monthly event we will have every third Monday. These guys loved it in July! Please spread the word and join us for the next one on August 19 at 10:00



Library Learners is a new event we plan to have each month on the 4th Wednesday for local homeschoolers. The first meeting will be August 28th at 2:00.

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Month

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our appreciation,
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