

**MINUTES**  
**Mississippi Library Commission**  
**Regular Board of Commissioners Meeting**

**November 19, 2019**  
**11:00 a.m.**

**3881 Eastwood Drive**  
**Jackson, Mississippi 39211**

**Board of Commissioners (BOC) Present** – Lori Barnes, Stephen Cunetto, Jolee Hussey, Ann Marsh and Becky Wright.

**Mississippi Library Commission (MLC) Staff Present** – Hulen Bivins, Lynn Burris, Tracy Carr, Ethel Dunn and Joseph Tew.

**Guests** – Sara DeLoach, Special Assistant Attorney General and Jay Woods, Special Assistant Attorney General.

**CALL TO ORDER**

Chair Marsh called the meeting to order at 11:00 a.m. and welcomed guests. Lynn Burris, Business Services Director introduced new staff member Joseph Tew who is part of the Technology Division.

**AGENDA**

***Recommendation:***    *Adopt agenda as presented.*  
**Motion:**                Jolee Hussey; *Second:* Lori Barnes  
**Action:**                Approved

**MINUTES**

***Recommendation:***    *Approve minutes of the regular meeting on September 24, 2019.*  
**Motion:**                Becky Wright; *Second:* Stephen Cunetto  
**Action:**                Approved

**PUBLIC COMMENTS**

None

**COMMISSIONER'S REPORT**

Chair Marsh commented on the MLA Conference last month in Jackson. She attended and thought the conference was well attended and informative.

**EXECUTIVE DIRECTOR'S REPORT**

**Audit** – The agency has received an all clear from the office of the State Auditor and the IMLS review. This quite probably is the first time for MLC to concurrently have a clean federal and state audit.

**Budget** – Currently in good shape and budget on target. The list of priorities presented to the BOC at the July meeting were approved. The Library Commission staff, MLA, and public librarians plan to visit the Capitol during the 2020 legislative session weekly.

**Institute of Museums and Library Services (IMLS) Waiver** – MLC will not file an appeal this year regarding the shortfall of state funding (years 2018 & 2019). MLC has been given notice that any appeal will be rejected. Hulen Bivins has had discussions with IMLS staff/representatives regarding the shortfall. MLC will continue to go to the legislature and ask for additional funding to cover the shortfall.

**Employee Update** – Two employees, William Barber and Shellie Zeigler have recently left the agency. Joseph Tew has joined the agency in the Technology Division.

**New Resources** – The reception of the new resources (LearningExpress, Hoopla, and RBDigital) continues to be positive.

**MAGNOLIA** – Commissioner Stephen Cunetto thanked Tracy Carr, Library Services Bureau Director for promoting contributions to MAGNOLIA. The contributions are coming from more libraries and the Mississippi Department of Education. A list is provided with this report.

**Podcast** – MLC has produced ten podcasts available on the agency's website. Library Services Bureau staff were highlighted, and different topics are discussed. This project presents a media format that discusses library issues and library activities. MLC's Board members think the podcasts are a great idea. Commissioner Jolee Hussey suggested that we focus on different congressional districts in making podcasts and send to legislators.

**Talking Books** – MLC has finally received a report regarding the NLS Consultant evaluation following their January 2019 visit. It was noted that MLC will need to get rid of the old cassette machines. Stats for Talking Books – 80 new patrons, 36,750 items circulated, with 7,333 BARD downloads and 510 requests handled through Large Print Direct.

**MLC Library Use Statistics –**

904.5	Consulting Hours Logged
21	Libraries Visited
2,767	Beehive Resource Sharing Requests
25,449	Titles Catalogued
117	Patent Training Sessions
51	Technology Helpdesk Tickets
12,225,714	MAGNOLIA Searches
4,564	LearningExpress Sessions
694	RBDigital Checkouts
332	Hoopla Use Units
6,713	Social Media Followers

**Technology** – MLC continues to monitor the Contract 5000 project and work on AT&T billing issues assisting public libraries.



**Employee Training** – Tracy Carr has been certified as a Myers-Briggs instructor. Personal evaluation assessments have been provided to MLC staff and public library directors. The BOC participated in the training.

**Holiday Schedule** – Following the format of last year, MLC will be closed on Wednesday, November 27, Thanksgiving Day and Friday, November 29. In December, MLC will be closed Monday, December 23 through Wednesday December 25.

**Future MLC Meetings** – Hulen Bivins presented the Board the option to hold two meetings a year in a public library. Chair Ann Marsh agreed that it would be a good idea. After some discussion Commissioner Lori Barnes offered the Jackson-George Regional Library as a meeting location for the May 2020 meeting.

**Recommendation:** *Following some discussion, the May BOC meeting was moved from the date of May 26, 2020 to May 22, 2020 and will be held at the Jackson-George Regional Library in Pascagoula, MS. The BOC members will be provided accommodations in the locale for the evening of May 21.*

Motion: Jolee Hussey; *Second:* Stephen Cunetto  
Motion: Approved

**Recommendation:** *The November 17, 2020 BOC meeting will be held at the Mississippi State University Library.*

Motion: Lori Barnes; *Second:* Jolee Hussey  
Motion: Approved

### **FINANCIAL REPORTS**

Lynn Burris, Business Services Director presented the agency's financial report. She reported that everything is going well at this present time, we are currently on target and we will continue to monitor expenditures.

### **ADMINISTRATIVE SERVICES REPORT**

Lynn Burris, Business Services Director presented the report discussing the services carried out by the Administrative Services Bureau. Bids for the roof project are expected in January.

### **LIBRARY SERVICES REPORT**

Tracy Carr, Library Services Bureau Director provided the report for this area and shared a couple of interesting reference requests received recently. The bureau is preparing for the 50<sup>th</sup> anniversary of Talking Books Service next year and is planning a big celebration.

### **PUBLIC RELATIONS REPORT**

Edited four podcasts, produced and edited five podcasts, designed 50<sup>th</sup> anniversary logo for Talking Book Services, and worked with Social Media Coordinator on postings across all agency platforms.

### ACTION ITEMS

**Recommendation:** *Personnel Incentive Grant Program Waiver Request for Educational Requirements for FY20 for Pine Forest Regional Library System.*  
**Motion:** Lori Barnes; *Second:* Becky Wright  
**Action:** Approved

### DISCUSSION ITEMS

**Institute of Museum and Library Services (IMLS) Audit Letter** – Hulen Bivins discussed the audit letter received from IMLS Senior Program Officer Dennis Nangle commending MLC for attention to federal funding requirements and best practices. Dennis and MLC staff visited seven public libraries.

**American Library Association (ALA) Legislative Notice** – Hulen Bivins explained the letter received regarding ALA Advocacy Day set for February 10-11, 2020. American Library Association to host the National Library Legislative Day in May 2020.

### CALENDAR

Updated agency calendar of events provided.

### EXECUTIVE SESSION

Commissioner Stephen Cunetto made the motion and Commissioner Lori Barnes seconded to close the meeting to determine and consider going into executive session. It was unanimously approved. All attendees were asked to exit the room except Sara DeLoach and Jay Woods, Special Assistant Attorney General. Commissioner Jolee Hussey made the motion to go into executive session in accordance with Miss. Code Section 25-42-7 (k) to discuss a personnel matter. Commissioner Stephen Cunetto seconded the motion and it was unanimously approved. After discussion, Commissioner Lori Barnes moved to return to regular session. Commissioner Becky Wright seconded the motion and it was unanimously approved. The public was invited to return. Chair Ann Marsh announced that no action was taken during the executive session.

### ADJOURN

**Recommendation:** *Adjourn meeting at 1:50 p.m.*  
**Motion:** Lori Barnes; *Second:* Jolee Hussey  
**Action:** Approved

*The next regular meeting of the Mississippi Library Commission Board of Commissioners is scheduled for January 28, 2020, 11:00 a.m. in the main meeting room.*

  
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Lori Barnes, Board Secretary

  
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Date