



**MISSISSIPPI LIBRARY COMMISSION**  
LEADERSHIP    ADVOCACY    SERVICE

MINUTES  
Mississippi Library Commission  
Virtual Board of Commissioners Regular Meeting  
January 25, 2022

**Board of Commissioners (BOC) Present via Zoom:** Ann Marsh, Becky Wright, Stephen Cunetto, Lori Barnes, and Jolee Hussey (late)

**Other:** Jay Woods, Special Assistant Attorney General

**Mississippi Library Commission (MLC) Staff Present via Zoom:** Hulen Bivins, Tracy Carr, Lynn Burris, Jennifer Peacock, and Kristina Kelly

**CALL TO ORDER**

Chair Wright called the meeting to order at 11:03 a.m. and welcomed everyone.

**AGENDA**

**Recommendation:**     *Adopt agenda as presented.*

Motion:                     Ann Marsh; *Second:* Stephen Cunetto

Action:                     Approved by unanimous roll call (*Stephen Cunetto, Lori Barnes, Ann Marsh, and Becky Wright*)

**MINUTES**

**Recommendation:**     *Approve minutes of the regular meeting on November 16, 2021*

Motion:                     Stephen Cunetto; *Second:* Lori Barnes

Action:                     Approved by unanimous roll call (*Stephen Cunetto, Ann Marsh, Lori Barnes, and Becky Wright*)

**PUBLIC COMMENTS**

None

**COMMISSIONERS REPORT**

Chair Wright recognized the good things being done by the staff of MLC and the support given to the libraries across the state. Commissioner Marsh concurred. Commissioner Hussey thanked the staff of MLC as well.

**EXECUTIVE DIRECTOR'S REPORT**

**Budget**

The Legislative Session for the budget year of 2023 started this month.

MLC testified before the Mississippi Senate Appropriations Committee on Wednesday, January 12. The date for MLC's budget testimony before the Mississippi House Appropriations Committee is set for January 27.

MLC requested additional funding for FY23 to cover salary adjustments and other costs associated with the personnel changes for MLC employees.

MLC also testified to the MS Senate on the increase of insurance costs-- approximately \$23 per person per month. This cost is due to increased rate cost which was unknown to MLC at the time of MLC's budget request in the Fall of 2021. MLC requested additional funding for FY23 to cover the SEC<sup>2</sup> salary recommendations and additional salary requests for MLC employees.

Requested additional funding for MAGNOLIA in the amount of \$350,000 because of increasing costs of the associated databases and the need for online research. It was asked of Commissioner Cunetto to let academic librarians know of this request.

### **National Legislation / Grant Funding**

No new information regarding the "Build Back Better" federal legislation is available. Currently, MLC continues to work with the public libraries in the development of their plans using federal dollars provided via the American Rescue Plan Act (ARPA). This federal program provides \$200 million nationally to support library services with each state receiving slightly more than \$2 million.

### **COSLA Spring Meeting**

Executive Director Bivins reported that he will be attending the first in-person COSLA meeting in two years. This conference of state library agency directors will held in March at the PLA conference. Discussion items include the supply chain issues with items purchased with ARPA funds, five-year plans, grant programs and upcoming changes to Talking Books.

### **Mississippi's IMLS Reports**

MLC has begun work on its Strategic Five-Year plan which is to be submitted to IMLS in June of 2022. The report will cover agency goals from 2023-2027.

### **MLC Financials**

Grant program payments in the amount of \$1,441,503.34 were made during this reporting period. State dollars for the PIGP program in the amount of \$1,398,756.97 were expended. LSTA payments totaled \$42,746.37.

### **Business Services Reporting**

Business Services completed LSTA required reports, including reports on ARPA and CARES funding. MLC has also completed an annual internal property inventory audit.

### **Employee Update:**

MLC has worked with SPB to transition to the new SEC<sup>2</sup> personnel descriptions, titles, and salaries.

***New Hire***      Evan Theilman-Library Services

***Separations***    Mac Buntin-Library Services

Demetra Hayes -Library Services  
Keith Thompson - Library Services

**MLC Building Repair:**

Work continues the conversion of lighting within the MLC building to the LED type.

**PR Activities and MLC Newsletter:**

PR activities at MLC recently accomplished are compilation of contacts with in-state radio stations as well as other types of media. The MLC Annual report was also completed and distributed on time. It is available on our website.

There were 10,647 visits to the MLC website. Videos for MLC's social media were also completed.

**Podcasts:**

The MLC podcast has continued to grow and mature. Four new episodes were released during this reporting period with 452 listening session downloads.

**Transition Work Continues:**

Issues regarding the CSpire changeover from AT&T, most being billing issues. This is being handled by MLC's Administrative Services Bureau.

**Talking Book:**

38 new Talking Book users have registered for the service with a total patron number is now 5,311. During the reporting period, 21,237 items were circulated with 7,117 BARD downloads. Also, 434 requests for Large Print Books.

**MLC Library Use Statistics:**

MLC's Library Development Division provided 419 consulting hours with 10 site visits.

Eight CE trainings were offered with 135 attendees at live trainings and 446 webinar views.

1,523 Beehive Resource Sharing requests were received; 1,212 requests were filled (80% fill rate), and 18,474 titles were cataloged statewide.

72 Tech Services Helpdesk tickets for MLC staff and 63 Helpdesk tickets were handled by MLC Technology Services for a total of 135 service requests filled. MLC hosts 29 public library websites.

A key figure is that the MAGNOLIA databases searches totaled 5,649,665. Other stats: 1,075 LearningExpress Library sessions; 9,508 Hoopla checkouts. Social media contacts numbered: 3,482 Facebook; 1,635 Instagram; 2,444 Twitter; and 2,488 YouTube views. 65 training sessions were provided by the MLC's Patents department. 755 items were added to the collection and 705 items were removed.

**Technology Services:**

MLC continues to help libraries with their E-Rate filings.

**Other News:**

The vacation of the Executive Director of MLC previously scheduled for November of 2021 has been rescheduled for October of 2022.

**Future MLC Commissioners meetings:**

The next meeting of the MLC Board should take place in the month of March. The normal scheduled date is March 22 is when the Executive Director will be at the COSLA Spring meeting.

**Recommendation:      *Move March Board meeting to March 29th***

Motion:                      Ann Marsh; *Second: Jolee Hussey*

Action:                        Approved by unanimous roll call (*Stephen Cunetto, Jolee Hussey, Lori Barnes, Ann Marsh, and Becky Wright*)

The next Board of Commissioners meeting will be held Tuesday, March 29<sup>th</sup>. It will be decided later if it will be held in person or virtual.

**FINANCIAL REPORT**

Jennifer Peacock reviewed the financial documents for the Board. We are halfway through our fiscal year and on track for expenditures.

**ADMINISTRATIVE SERVICES BUREAU REPORT**

Presented by Jennifer Peacock, Deputy Director of Administrative Services. MLC's grant programs are doing well on regular submissions but there are some problems getting libraries to move forward with submitting grants as well as with getting in items ordered with grant funds. This relates to supply chain issues nationwide. The deadline for grant submissions is April 1.

Technology Services continues to stay busy with requests for reviews and assessments at libraries. With ARPA funding, many high dollar projects require RFP's and bidding. The transition to CSpire is going as smoothly as possible with the expected billing issues related to ATT. Of the 40+ libraries that converted, only one library system has correct billing. This is further compounded that with the loss of the state contract, AT&T has reduced staffing. E-rate window is currently open and very busy.

Information Exchange Team meetings continue which allow for internal departments of Administrative Services (Technology and Grants) and Library Services (Library Development) to collaborate on what is needed throughout individual libraries and to ensure communication of public library needs.

Human Resources has been very busy with the SEC<sup>2</sup> project. Kudos to Robin Hedrick for her continued work on this update.

Business Services completed and met deadlines for various end of year reports.

Operations continues to work on LED lighting. The roof project is still technically open as there are some minor issues that need to be reviewed.

Public Relations is now handled by Kristina Kelly who has begun the process of working towards her professional PR certification. She is also creating ideas what we can do to help the smaller libraries with their marketing and promotions.

## LIBRARY SERVICES REPORT

MLC awarded 22 Free Little Libraries across the state, most being in small branches.

The MLC Special Collections saw a boost in requests for the new holiday costumes. This has been the most popular addition we have added. MLC has received some very kind notes of gratitude from their patrons. Expect to see them in next year's Annual Report. The National Library Service is introducing a new Talking Books system that will allow duplication of more than one title at a time. There was a brief discussion by the Commissioners on cost and space saving. It was noted that the books are free to MLC through the NLS services.

### ACTION ITEM

**Recommendation:** *Personnel Incentive Grant Program Waiver Request for Educational Requirements– Wilkinson County Library System*

Motion: Ann March; *Second:* Lori Barnes

Action: Approved by unanimous roll call (*Stephen Cunetto, Jolee Hussey, Ann Marsh, Lori Barnes, and Becky Wright*)

### Other Discussion

None.

### ADJOURN

**Recommendation:** *Adjourn meeting at 11:55 pm*

Motion: Jolee Hussey; *Second:* Ann Marsh

Action: Approved by unanimous roll call (*Stephen Cunetto, Jolee Hussey, Lori Barnes, Ann Marsh, and Becky Wright*)

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Jolee Hussey, Secretary

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Date