

**Minutes**  
**South Mississippi Regional Board**  
**May 18, 2022**

The South Mississippi Regional Board met at 2:00 p.m. on Wednesday May 18, 2022, in the auditorium at the Columbia Marion County Public Library. Present were Mrs. Dorothy Barnes, Chair, Ms. Carol Durham, Mrs. Sharon Dungan, Mrs. Libby Aaron, Mrs. Joan Bass, Ms. Ryda Worthy, Library Director, Mrs. Jackie Miller, Jefferson Davis County Branch Manager, and Mona Swayze to take minutes of the meeting.

Mrs. Barnes called the meeting to order with a prayer.

Mrs. Barnes waived the reading of the minutes from the February 14, 2022, meeting since everyone had been mailed a copy of them and have already read them. Mrs. Dungan moved to accept the minutes as read. Ms. Durham seconded. Minutes were approved as read.

Mrs. Barnes surrendered the floor to Ms. Ryda Worthy, Library Director. The agenda, herein attached, was discussed.

In old business, Ms. Worthy gave the Board an update on a patron grievance. After the last Board meeting, Ms. Worthy composed a letter to Ms. Young stating the Board's decision on her case and upon approval from the Board, she mailed it certified return receipt to Ms. Young. The letter was eventually returned because it had been refused two times. Ms. Worthy spoke by phone to Ms. Young about the Board's decision to allow her back into the library with the understanding that she has to follow the rules of conduct. The library staff started having issues with her again and she was restricted from physical use of the libraries for thirty (30) days on April 6, 2022. After she was allowed back into the library on May 6, the staff saw that her behavior is unchanged.

A staff update was given next. Sarah Cook, circulation clerk at the Columbia Marion County Public Library, failed her first 90-day evaluation and was given an extended 90 days, which she passed. Her yearly review was due at the end of January 2022, but, due to extenuating circumstances, was done at the of March 2022. She did not get a favorable review because of some patron complaints and her lack of productivity. After consultation with the Board, Ms. Worthy discussed two options with Ms. Cook. She can stay on staff and be re-evaluated at the end of August with the rest of the staff or she can find another job. Ms. Worthy gave her the weekend to discuss it with her family. Ms. Cook submitted a letter to Ms. Worthy stating that she wants the extension. Then in May she turned in her two-week notice with May 25, 2022 being her last day. After discussion, Mrs. Dungan moved to accept Ms. Cook's resignation. Mrs. Bass seconded. Motion passed unanimously.

Ms. Worthy then discussed hiring a circulation supervisor for the Columbia Marion County Public Library, as well as hiring a couple of library Pages. The library Pages will start at minimum wage with the Circulation Supervisor being offered slightly more than that with the potential for raises. Mrs. Dungan moved to post these job openings immediately. Mrs. Aaron seconded. Motion passed unanimously.

In new business, Ms. Worthy discussed equipment removal with the Board. The old book drops in Prentiss and Bassfield have been replaced by new, proper, book drops using ARPA funds. The towns of Bassfield and Prentiss have already removed the old book drops. The Board just needs to remove them from inventory. Also, two armchairs that have been replaced in Prentiss with grant funds need to be removed from inventory. Ms. Durham moved to remove these items from inventory and for the towns of Bassfield and Prentiss to dispose of said items. Mrs. Bass seconded. Motion passed unanimously.

Policy revisions were discussed next. A detailed list of these changes is herein attached. Here are the highlights. To Policy A Marketing and Social Media policies need to be added. Ms. Worthy mailed the Board these changes for review with their Board packets for this meeting. Mrs. Barnes moved to accept the revision/addition of these policies. Mrs. Dungan seconded. Motion passed unanimously.

Policy B- The Personnel Manual was discussed next. The introduction needed to be re-worded. Throughout Policy B some additions and deletions needed to be made to make it line up with operations. The rate of accrued personal leave and sick leave were discussed. The state of Mississippi changed the accrual rate in the state employee handbook since SMRL policy was reviewed last. The accrual rate of personal leave/vacation time increased from a maximum of 23 days per year (14.38 hours per month) to a maximum of 27 days per year (16.88 hours per month). And instead of increasing yearly on staff anniversary dates, it will increase every three years. Also, the former accrual rate at hire was 13 days per year (8.13 hours per month); the new accrual rate at hire is 18 days per year (11.25 hours per month). The sick leave accrual rate, also, changed with the state. But, instead of increasing hours for longtime employees, it was decreased hours. Also, when a staff member leaves the job, it has been policy to pay them out for fifteen (15) days of personal leave; because PERS will not certify under fifteen (15) days. However, according to the state employee handbook, it is up to thirty (30) days. After discussion, it was decided to table sick leave until the next meeting, which will allow the Board to review more evidence. Mrs. Aaron moved to accept the changes to the personal leave accumulation and payout upon termination as presented. Mrs. Bass seconded. Motion passed unanimously.

Travel re-imburement was discussed next. The rate of travel re-imburement is set by the DFA (Mississippi Department of Finance Administration). It does increase periodically. However, at some point in the past, a former Board and Director, offered staff .21¢ per mile (which was ½ the rate in 2012) for travel within the system in personal vehicles when the library vehicle was unavailable. After some discussion, Ms. Durham moved to offer the DFA rate for ALL travel. Mrs. Barnes seconded. Motion passed unanimously. The Board does want to re-visit this in six (6) months. Also, the question was raised as to where these funds for re-imburement come from in the budget. The Board suggests to take it from the vehicle replacement fund.

More changes to Policy B were discussed. A social media policy needs to be added, as it was in Policy A. Also, three (3) of the nine (9) job descriptions needed to be changed slightly. Ms. Durham moved to accept the changes as presented and discussed. Mrs. Barnes seconded. Motion passed unanimously.

Ms. Worthy discussed the audit next. It is due to the state by May 31, 2022. Ms. Worthy had a copy before the last Board meeting in February 2022; however, she found some discrepancies in the revenue, particularly with the funding sources. So, she spoke with Adam Smith, our TMH accountant, about the discrepancies. He submitted another audit in March 2022; but, there was a typo that needed correction. The latest revision was presented to Ms. Worthy on May 2, 2022. Ms. Worthy has reviewed it and it is in line with expenditures and revenue. She recommends the Board to approve it, so, that it can be sent in to the state. Mrs. Aaron moved to accept it as presented. Ms. Durham seconded. Motion passed unanimously.

Ms. Worthy gave the Board a report from the Friends of the Library. They currently have \$2,070 in the bank. This money is primarily from the book sale with some membership money represented.

Ms. Worthy gave the Board the current financial report.

The next meeting will need to be in June 2022 in Columbia. The September meeting will be in Bassfield. Ms. Worthy asked the Board for Marion County names to present to the Board of Supervisors for a new Board member appointment in October 2022.

Mrs. Bass moved to adjourn the meeting. Ms. Durham seconded. Meeting adjourned.

***Approved by the SMRL Board of Trustees on June 29, 2022.***