

## HARRISON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES (Minutes of the Regular Meeting)

Date: July 28, 2015  
Place: Orange Grove Library Boardroom  
Presiding Officer: Brian Quave, Chair  
Members present: Dave Vincent, Donald Moore, Ramona Peresich, Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director  
Susan Storrs, Administrative Assistant (minutes taker)  
Tim Murr, Board Attorney  
Celia Barrett, Gulfport Head Librarian  
Mr. John Heath, Board Accountant was absent.

Before the meeting was called to order the Board heard a presentation from representatives of The Peoples Bank. This is the first of such presentations the Board will hear from several local financial institutions in an effort to find the best investment strategy for the funds in the Nell Newman Fund. Ann Guice, Senior Vice President and Thomas Quave, Personal Trust Officer, reviewed the basic investment policies of The Peoples Bank and explained the different programs and fund types available. The presentation was very well delivered and the information covered was pertinent to the needs of the Board.

Mr. Brian Quave called the meeting to order. The Agenda was adopted as written. The Minutes of the June 16, 2015, meeting were approved as written.

FINANCIAL REPORT – The June 2015 Financial Statements were briefly reviewed by Mr. Lipscomb in the absence of Mr. Heath, however, approval will be held until the August meeting when Mr. Heath can review the June report as well as the July report. It was noted that the receipt of funds was on budget except for Pass Christian which is late due to a personnel change in their Accounts Payable position and that the cash balance was is still good at \$525,822.

### DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The June Statistics were reviewed. Circulation was down 2.2%. Programs Sponsored by the Libraries was up 8.3%. Programs with Other Sponsors was down 18.7%. Attendance at Programming was down 6.7%. New Cards Issued was up 5.2%. Library Visitors was down 9.8% and Computer Use was up 10.0%. Statistics for HCLS Digital Services included 26,199 Webpage hits; 7,071 WIFI Users; 1,447 Ancestry.com users; 81 Learn-A-Test users; 173 Freading downloads; 373 Tumblebooks readers and 19 Tumblebooks Junior users.
- B. Maintenance of Effort Letter from Mississippi Library Commission – Mr. Lipscomb explained to the Board what Maintenance of Effort is and the effect it can have on funding from MLC.

He has made a formal request to the Library Commission for a waiver for FY16, but our local funding agencies must increase our funding or we will still be in jeopardy for the FY17 fiscal year.

As a result of the Maintenance of Effort letter, the proposed budget has been changed to request more funds from Harrison County, Gulfport and Biloxi. Those agencies have also been given copies and an explanation of the letter in hopes that they will better understand the need for additional funding to the Library System.

- C. Orange Grove Library –Mr. Lipscomb received a letter from the President of the Kenwood Residents Association alerting us to a problem with someone parking a camper trailer overnight and with rowdy teenagers hanging out in the parking lot. The Gulfport Police Department suggested we put up a sign saying “No Overnight Parking” near the entrance. The Orange Grove Manager spoke with the individual parking overnight and that has stopped. The Gulfport Police will be on alert for the teenagers.
- D. The Summer Reading Program is ending this week and from all reports it was very successful. We should have the final statistics for the next meeting.

#### NEW BUSINESS

- A. The June 2015 Accounts Payable Docket was reviewed. Since Mr. Heath wasn't here, Board members asked about various items.
  - a. Check #19111 to State/School insurance Fund, \$19,324.72, for health and life insurance.
  - b. Check #19148 to AlwaysCare Benefits, \$2,847.24 for dental insurance.
  - c. Check #19157 to Baker & Taylor, \$2,787.87 for library materials.
  - d. Check #19167 to Bonds Services, \$1,650.00, for Gulfport & Orange Grove janitorial.
  - e. Check #19205 to Roberson Security, \$600.00, for fire alarm monitoring at Gulfport.

***A motion was made, seconded and passed to approve the June 2015 Accounts Payable Docket.***

- B. Mr. Murr will contact Hancock Bank and BancorpSouth to give investments presentations at the next meeting.

The next meeting was set for 3:00 p.m., August 26, 2015, at the Orange Grove Library. Items to be discussed will be any FY16 budget updates, and the Nell Newman fund.

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Brian Quave, Board Chair