

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

Date: August 26, 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
Mr. John Heath, Board Accountant
Mike Alexander, Orange Grove Branch Manager

Before the meeting was called to order the Board heard a presentation from representatives of Hancock Bank in the continuing effort to find the best investment strategy for the funds in the Nell Newman Fund. Natalie Breland, Assistant Vice President & Relationship Manager, Paula Chastain, Vice President and Senior Portfolio Manager and Mary Kathryn Gilfoil, Trust Officer, reviewed the basic investment policies of Hancock Bank and explained the different programs and fund types available. Board members questioned the representatives concerning the Bank's lack of pro-active efforts to make the fund more profitable in recent years.

Following Hancock Bank presentation there was a presentation by BancorpSouth. Greg Mason, Financial Advisor and Richard Williams, Jr., Gulfport President, gave a very enthusiastic and informative summary of the options that BancorpSouth could offer.

Mr. Brian Quave called the meeting to order. The Agenda was amended to add Item D. "CIPA Update" to New Business and to move Item C. "Mr. John Faulkner and Meeting Room Policies" to the beginning of the meeting. The Minutes of the July 28, 2015, meeting were approved as written.

Mr. Faulkner spoke to the Board concerning an incident at the West Biloxi Library. He asserted that he was speaking for both himself and for the Mississippi for Cannabis organization. Based on his research and interviews with participants it is his belief that the Library acted improperly with regard to the HCLS Meeting Room Policy. He had also been told that the Library System Board of Trustees had passed a resolution banning that particular group from using any of our public meeting rooms. Mr. Quave, Mr. Lipscomb and the Board assured him that was not the case. It had not been brought up at any meeting and no resolution had been passed which could be confirmed by reading the Minutes of the Meeting posted on the website. He once again asserted that his basic concern was that citizens not be denied access to the public meeting rooms. The Board thanked him for his time and stated that we would be in touch.

FINANCIAL REPORT – The July 2015 Financial Statements were reviewed by Mr. Heath.

- Cash position is still good at \$451,974.
- All funding sources are up to date.
- We are expecting one more State Personnel Grant installment in August.
- A Universal Service Grant check has been received and will be on the August statements.
- Salaries & Benefits, Library Materials, and Maintenance & Operations are under budget.
- Although there was no amount budgeted for Capital Outlay, there have been a few necessary purchases, some covered by donations.
- HQ is over budget in Salaries & Retirement due to the retirement of a long time employee and the payment of accumulate leave. HQ is also over in Capital Outlay due to the unplanned but necessary purchase of a server.
- Gulfport is over budget in Electricity due to increased cost not anticipated for in the budget.
- Biloxi has no significant over budget amounts.
- Pass Christian also has no large over budget amounts.
- D'Iberville is over in Electricity.

A motion was made, seconded and passed to accept the Financial Statements.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The July Statistics were reviewed. Circulation was down 11%. Programs Sponsored by the Libraries was up 8.2%. Programs with Other Sponsors was down 10%. Attendance at Programming was down 10.7%. New Cards Issued was down 13%. Library Visitors was up 1% and Computer Use was up 3.1%. Statistics for HCLS Digital Services included 27,034 Webpage hits; 7,987 WIFI Users; 2,552 Ancestry.com users; 79 Learn-A-Test users; 173 Freading downloads; 236 Tumblebooks readers and 30 Tumblebooks Junior users.
- B. FY2016 Budget – Our Budget request is still under consideration by the various funding agencies. Pam Ulrich, Harrison County Administrator has said she will ask the Board of Supervisors to increase our funding by \$100,000 over last year. If we receive the additional funding, Mr. Lipscomb will ask the Board to approve extending hours at Orange Grove and Gulfport.
- C. WLOX Interview - Mr. Lipscomb was interviewed about the Maintenance of Effort letter we received from the Library Commission and the interview appeared on two WLOX news shows. Mr. Lipscomb emphasized how important state funding is to the operations of the Library System and how local funding must be increased in order for us to continue receiving the state funding.
- D. Summer Reading Program-The Summer Reading program was very successful with 1,750 registered and 1,061 reading certificates awarded. The attendance for teen summer programs was 1,038.

- E. Local History & Genealogy – the Local History and Genealogy Department located in the Biloxi Library will begin having Saturday hours on July 25, 2015. There is a very high demand for the materials held in this collection. The Saturday hours will be ten a.m. to four p.m., the same as the library.

- F. Mr. Lipscomb provided the Board members with a copy of an article appearing in the Sun Herald concerning Hurricane Katrina relief monies. Mr. Lipscomb was interviewed by telephone for the information concerning the library system’s experience with FEMA.

NEW BUSINESS

- A. The July 2015 Accounts Payable Docket was reviewed. Since Mr. Heath wasn’t here, Board members asked about various items.
 - a. Check #19269 to Baker & Taylor, \$7,048.32, for library materials.
 - b. Check #19270 to Brodart, \$31,437.02, for library materials leases.
 - c. Check #19287 to The Penworthy Company, \$512.03, for library materials.
 - d. Check #19291 to TEI Landmark Audio, \$2,035.00, for library materials leases.

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

Because Mr. Heath was absent for the June meeting, Mr. Quave requested that Mr. Heath review the June 2015 Financial Statement and Accounts Payable Docket at the next meeting.

- B. Nell Newman Fund Presentation – the Board discussed the presentations given by Hancock Bank and Bancorpsouth. The consensus was that we narrow the choices down to Peoples Bank and Bancorpsouth. Mr. Heath will take a closer look at those two proposals and review them with the Board at the September meeting and the Board will make a final decision at that time.

- C. Mr. John Faulkner’s comments were discussed by the Board. Mr. Lipscomb read the official incident report from the Branch Manager, Deborah Lundy, and her staff. The Board’s decision was for Mr. Lipscomb to write Mr. Faulkner a letter thanking him for his interest, supplying him with a copy of our Meeting Room Policy and assuring him that the Board had never passed a resolution banning Mississippi for Cannabis, or any other non-profit group, from using our meeting rooms and that all groups are welcome provided they abide by the stated policy. Mr. Murr will review the letter before it is sent to Mr. Faulkner.

The next meeting was set for 3:00 p.m., September 24, 2015, at the Orange Grove Library. Items to be discussed will be any FY16 budget updates, and choosing a bank for the Nell Newman fund.

Brian Quave, Board Chair