

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

Date: April 23, 2018
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Clare Rhodeman, Dave Vincent, Joan Kostmayer

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, retiring Library Director
Sarah Crisler-Ruskey, incoming Library Director
Tim Murr, Board Attorney
Mr. John Heath, Board Accountant
Mike Alexander, Gulfport Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Board Chair Donald Moore called the meeting to order at noon.

The agenda was approved.

The Minutes of the February 26, 2018, meeting were approved as written.

The minutes were unanimously approved

FINANCIAL REPORT - The February and March 2018 Financial Statements were reviewed by Mr. Heath.

- Cash position in February is \$227,000
- All entity payments were on time.
- Operating expenses were under budget over all.
- Electricity for Gulfport is coming back in line.
- Cash position in March is \$255,000
- Universal Services reimbursement will be reflected in April
- Biloxi has paid in advance
- Internal Income is down for the year
- Automation system has been paid for the year
- Accounting fees have been caught up, audit is still to be paid
- Library Materials are under for all locations
- Security will be over in Gulfport due to unbudgeted expense

The Financial Statements were unanimously approved.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The March statistics were reviewed. Circulation was down 12.6%. Programs sponsored by the Libraries were up 19.6%. Programs with other sponsors were up 20.5%. Attendance at programming was down 28.2%. New Cards were down 13.3%. Library visitors decreased 2.6% and computer use was down 9.2%. Interlibrary Loan filled 73 requests.

- B. March Meeting – There was only an informal meeting in March since a quorum was not present.
- C. Annual Financial Audit – The audit is still being prepared. A request for an extension was made for 3 weeks.
- D. Universal Service Grant Check – The payment for the second half of 2017 has been received.
- E. New Library Director – Sarah Crisler-Ruskey has arrived and has been busy studying the administrative operations.
- F. Parting Thoughts on Retirement– Mr. Lipscomb made a statement about his retirement from the system.

NEW BUSINESS

- A. The February 2018 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #21254 to Saucier’s Janitorial Service, \$405.00, for janitorial services.
 - b. Check #21255 to Bonds Services, \$2,375.00 for janitorial services.
 - c. Check #21259 to Ingram, \$7,547.60, for library materials.
 - d. Check #21268 to Southern Hospitality Supply, \$637.75, for office supplies.
 - e. Check #21287 to South MS Business Machines, \$1,372.00, for copier maintenance.

The March 2018 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:

- a. Check #21300 to TMH, \$3,250.00, for accounting services.
- b. Check #21309 to Ingram, \$9,101.23 for library materials.
- c. Check #21318 to Bonds Services, \$2,375.00, for janitorial services.
- d. Check #21319 to Wright National Flood Ins, \$2,339.00, for flood insurance.
- e. Check #21326 to German-Acadian Coast Historical, \$15.00, for membership dues.
- f. Check #21330 to Swetman Security, \$1,320.00, for security services.
- g. Check #21336 to Auto-Graphics, \$27,750.00, for automation services.

The February and March Accounts Payable Docket was unanimously approved.

- B. Approve Employee Raise Request –

A motion was made, seconded and passed to approve a raise for Joseph Schmermund, promoting him to Step 355.

REVIEW OF BUSINESS FOR NEXT MEETING

The next meeting was set for 12:00 p.m., May 21, 2018, at the Orange Grove Public Library.

Donald Moore, Board Chair