

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

Date: September 24, 2015
Place: Orange Grove Library Boardroom
Presiding Officer: Brian Quave, Chair
Members present: Dave Vincent, Donald Moore

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Tim Murr, Board Attorney
Mr. John Heath, Board Accountant
Celia Barrett, Gulfport Librarian

Mr. Brian Quave called the meeting to order. No amendments to the Agenda. The Minutes of the August 26, 2015, meeting were approved as written.

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

- Cash position is still good at \$409,000.
- All funding sources are up to date. Pass Christian was behind.
- A Universal Service Grant check has been received and is on the August statements.
- Internal income on budget.
- Salaries & Benefits, Library Materials, and Maintenance & Operations are under budget.
- HQ Software and database purchases were over for the year. Part of this was \$1500 for the accounting software.
- Journal entry will be made for the Liability and Content Insurance to correct payment to all entities. This was charged to HQ. The September statement will reflect the correction.
- Gulfport is over budget in Electricity due to increased cost not anticipated for in the budget.
- Beginning the week of October 12th, the library will be able to apply for the MS Power Kemper refund.
- Biloxi has no significant over budget amounts.
- Pass Christian also has no large over budget amounts.
- D'Iberville is over in Electricity.
- Saucier is right on target.
- The System is right on target for the budget.

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

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The August Statistics were reviewed. Circulation was down 4.4%. Programs Sponsored by the Libraries was up 16.8%. Programs with Other Sponsors was

down 12.3%. Attendance at Programming was up 19.6%. New Cards Issued was down 4.9%. Library Visitors was up 9% and Computer Use was down 3.5%. Statistics for HCLS Digital Services included 25,841 Webpage hits; 7,096 WIFI Users; 2,994 Ancestry.com users; 121 Learn-A-Test users; 200 Freading downloads; 202 Tumblebooks readers and 79 Tumblebooks Junior users. Celia explained the change in Tumblebooks counts. The website changed to requiring library cards. Filled 63 Ill requests.

Mr. Lipscomb explained the various reasons for the decline in Saucier's statistics. This included school hour changes, Grand Opening, and cessation of the feeding program.

- B. FY2016 Budget – Mr. Lipscomb brought the board up to date on what we now know as the funding amounts to be received. \$875,000 from Harrison County with the stipulation of the Gulfport Libraries increasing hours. This is an increase of \$79,000 from previous year. D'Iberville funding to be \$125,000, increasing \$10,000. City of Gulfport funding to be \$350,000, increasing \$25,000. \$140,000 from Pass Christian, increasing \$10,000. No official word from Biloxi but expected to remain at \$695,000. Health and Insurance \$208,042, as proposed. Universal Services was \$112,500, same as last year. It was projected that we will have to dip into the reserves.

The board requested Mr. Lipscomb's opinion on the proposed pay raise. He recommended keeping the proposed raise of \$1. Mr. Lipscomb was requested to present a budget with the raise at the next board meeting.

A motion was made, seconded and passed to present this budget with a \$1 raise at the next board meeting.

The board requested Mr. Lipscomb contact Mississippi Power about the Kemper Refund.

A motion was made, seconded and passed for Mr. Lipscomb to obtain refund information and present it at next board meeting.

- C. Mr. Lipscomb reported to the board that he had mailed the letter to Mr. John Faulkner at the address provided. There has been no response, nor has the letter been returned by the Post Office. In the letter, he informed Mr. Faulkner that the board felt the staff acted appropriately. Our meeting room policy accommodates any nonprofit organization that wants to use our meeting rooms as long as the policies are followed. Included with the letter was a copy of the meeting room policy. It was verified that there was an official procedure and staff were trained in that procedure.
- D. Closeout Letter from FEMA – the closeout letter was received notifying us that our disaster application is now officially closed. We are required to maintain all of our files and documentation for a minimum of three years from the date of the letter to insure compliance of federal requirements.
- E. Internet Safety Policy – Reviewed the policy that was adapted to the template sent by the Mississippi Library Commission. Board members were informed that the policy meets all

the requirements for both MLC and CIPA compliance. Mr. Lipscomb was to put notice in the paper of the next board meeting at which time this will be discussed and approved.

NEW BUSINESS

- A. The August 2015 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
- a. Check #19299 to Doctor's Dreams Publishing, \$119.20, for library materials from local vendor.
 - b. Check #19318 to Philadelphia Insurance Co, \$3,160.00, for General liability insurance.
 - c. Check #19319 to The BanCorpSouth Insurance Services, \$8,464.00, for Content insurance.
 - d. Check #19348 to Sage Checks & Forms, \$395.02, for payroll paper checks.
 - e. Check #19363 to World Book Direct Marketing, \$899.00, for library materials.

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

- B. Nell Newman Fund Final Recommendation- There was discussion among the board about Hancock Bank's offer to waive the fees for the next year. It was decided to let Mr. Heath look over the proposals and give another report at the next board meeting, comparing all three propositions.
- C. Mr. Heath reviewed the June Financial Statements. No irregularities were found.

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

- D. Reported stolen laptop from the Woolmarket Library.

The next meeting was set for 3:00 p.m., October 27, 2015, at the Orange Grove Library in the public meeting room. Items to be discussed will be FY16 budget, choosing a bank for the Nell Newman fund, and adopting the Internet Safety Policy.

Brian Quave, Board Chair