

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

Date: May 18, 2020
Place: Meeting was held via online meeting platform Jitsi. Link access was published on the library website for members of the public wishing to attend.
Presiding Officer: Dave Vincent, Chair
Members present: Joan Kostmayer, Ardys Heurtin, Ethel Clay, Ron Peresich, Jr

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Tim Murr, Board Attorney
John Heath, Board Accountant
Melissa Schwarz, Minutes Taker
Carrie Turner, Minutes Taker

Board Chair Dave Vincent called the meeting to order at noon.

The agenda was approved as written

The minutes were unanimously approved

FINANCIAL REPORT - The March 2020 Financial Statements were reviewed:

- Cash balance is \$344,000
- All monies received from funding units
- Internal Income for the month is \$0 due to closure
- Received \$2,471 from an LSTA grant
- Salaries over due to three-payroll month
- All locations are within or under budget in maintenance & operations, library materials, and utilities

The financial report was unanimously approved

DIRECTOR'S REPORT

- Shared annual accreditation report submitted to the Mississippi Library Commission
- Reviewed branches to determine safety needs for reopening
- Worked on coordinating virtual Summer Reading plans with Youth Librarians
- Participated in webinar with IMLS School readiness project in conjunction with Lynn Meadows Discovery Center
- Shared opening of curbside services (4 locations)
- Attended virtual MLA meeting
- Discussed staffing issues

NEW BUSINESS

- A. The April 2020 Accounts Payable Docket was reviewed:
- a. Check #22986 to Bonds Services, \$3,075.00, for janitorial services
 - b. Check #22993 to Ingram Library Services, \$5,379.47, for library materials
 - c. Check #22994 to Concern, \$136.00, for employee assistance program
 - d. Check #22995 to AT&T, \$44.19, for long-distance services
 - e. Check #22997 to World Book Direct, \$766.50, for library materials
 - f. Check #22999 to Center Point Large Print, \$248.07, for library materials
 - g. Check #23001 to Swetman Security, \$780.00, for security services
 - h. Check #23008 to Newsbank, \$3,631.00, for online Sun Herald access
 - i. Check #23009 to Newsbank, \$7,984.00, for digital microfilm
 - j. Check #23012 to Uniti Fiber, \$4,884.00, for internet

The docket was unanimously approved

- B. Banned patron correction – Patron’s name from previous April meeting was corrected to last name of Owens.

Motion was unanimously approved to correct name

- C. Planning for future COVID-19 response – Sarah Crisler-Ruskey recommended basing planning decisions on the reporting of local numbers versus state numbers. Sarah Crisler-Ruskey will email the Board with recommendations for adding staff and services over the next few weeks.
- D. Discussion of budget priorities – Sarah Crisler-Ruskey discussed her preliminary thoughts on the upcoming budget year.

REVIEW OF BUSINESS FOR NEXT MEETING:

The next meeting was set for 12:00 p.m., June 22, 2020, at the *Orange Grove Public Library or virtually, depending on the situation.*

Dave Vincent, Board Chair