

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

Date: April 26, 2016  
Place: Orange Grove Library Board Room  
Presiding Officer: Donald Moore, Chair  
Members present: Dave Vincent, Clare Rhodeman

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 Head Librarian  
Mike Alexander, Orange Grove Branch Manager  
Melissa Bratton, Administrative Assistant (Minutes Taker)

Mr. Donald Moore called the meeting to order. No amendments to the Agenda.

*A motion was made, seconded and passed to accept the Agenda.*

The Minutes of the March 22, 2016, meeting were approved as written.

FINANCIAL REPORT – The March 2016 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$400,000.
- Entities are current on payments.
- Salaries expenditures are on target.
- Materials expenditures are under but that is expected this time of year.
- Automation system maintenance has been paid for the year.
- Headquarters is under because the Audit has not been done yet.
- Gulfport is under budget in library materials and electricity.
- Biloxi is under budget in library materials and electricity. Furniture and equipment has been spent for the year.
- Pass Christian is under budget in library materials and electricity.
- D'Iberville is under budget in electricity and library materials.
- Saucier is under budget generally.

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

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The March Statistics were reviewed. Circulation was up 2.4%. Programs Sponsored by the Libraries was down 7.6%. Programs with Other Sponsors was down 6.6%. Attendance at Programming was up 16.9%. New Cards Issued was down 13.2%. Library Visitors was up 7.2% and Computer Use was up 1.8%. Interlibrary Loan Filled 58 requests.

- B. Telecommunication Costs – The state has renegotiated rates with AT&T. With the new state contract, our monthly rate will be reduced by \$170 per month per location. After Universal Services Grant reimbursement, the reduction will save approximately \$3,672 per year.
- C. National Library Week – Held the week of April 10<sup>th</sup> -16<sup>th</sup>, the libraries forgave fines and created displays to promote the libraries to the public. Pass Christian hosted a National Library Week Reception covered by WXXV TV-25.
- D. Computer & Genealogy Classes – A new round of public computer classes are being offered by the Orange Grove Library. The classes include Basic Computer, Job Searching on the Internet, iPad/Tablet Demonstrations, and Creating a Website, among others. The Local History/Genealogy Department of the Biloxi Library is offering a program on how to do genealogical research.
- E. Library Board Meeting Time – Item was tabled. *Motion approved and seconded.*
- F. IRS Tax Penalty – No correspondence has been received.
- G. New Library Board Chairman – Donald Moore has agreed to be the new board chairman.

#### NEW BUSINESS

- A. The March 2016 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
  - a. Check #19758 to Typewriter Main, \$720, for typewriter maintenance.
  - b. Check #19776 to Baker & Taylor \$5,238.84, for library materials.
  - c. Check #19780 to RJ Discount Books, \$2,145.00, for library materials.
  - d. Check #19790 to AT&T, \$13,776.08, for telecommunications.
  - e. Check #19812 to CenterPoint Energy, \$526.25, for gas.

*A motion was made, seconded and passed to accept the dockets.*
- B. Welcome Mr. Donald Moore as New Board Chairman – Mr. Lipscomb officially welcomed Mr. Moore. This was Mr. Moore’s first meeting as Board Chairman.
- C. New Library Board Meeting Time – Item tabled.

#### BUSINESS FOR NEXT MEETING

- A. BanCorpSouth visit to review Nell Newman Fund.

The next meeting was set for 3:00 p.m., May 24, 2016, at the Orange Grove Public Library.

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Donald Moore, Board Chair