

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

Date: September 21, 2020  
Place: Orange Grove Library  
Presiding Officer: Dave Vincent, Chair  
Members present: Ardys Heurtin, attending remotely Joan Kostmayer, 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 of both Regular Meeting and the Special Meeting were unanimously approved*

FINANCIAL REPORT - The July 2020 Financial Statements were reviewed:

- Cash balance is \$255,000
- Revenues are all collected
- State Personnel Grant has been received
- Universal Services reimbursement has been completed
- Internal Income is down due to closure
- Computer Campaign is under due to restrictions and cancellation of fundraiser
- All locations are within or under budget in salaries and wages, capital outlay, maintenance & operations, library materials, and utilities
- All program expenditures are down
- Review Furniture and Equipment for HQ
- Gulfport is under in Security

*The financial report was unanimously approved*

DIRECTOR'S REPORT

- Budget has been central concern
- Reapplied for BP Restoration Grant
- Continuing work with Lynn Meadows on IMLS School Readiness Project
- Reviewed details of COVID Response Grant from IMLS
- Shared that the budget cut from the City of Biloxi is \$34,000. Presented ideas for how the system will be counteracting that budget shortfall which will target the library materials budget line.

OLD BUSINESS

NEW BUSINESS

- A. The July 2020 Accounts Payable Docket was reviewed:
  - a. Check #23124 to Dunaway Glass \$1,694.43, for shield installation
  - b. Check #23150 to Ingram Library Services, \$6,809.92, for library materials
  - c. Check #23154 to Howard Technology Solutions, \$26,808.20, for network infrastructure
  - d. Check #23161 to Unifi Fiber, \$4,884.00, for internet services
  - e. Check #23167 to Dunaway Glass \$3,658.11, for shield installation
  
- B. The August 2020 Accounts Payable Docket was reviewed:
  - f. Check #23190 to Swank Movie Licensing, \$1,247.00 for movie licensing
  - g. Check #23194 to Ingram Library Services, \$4,656.09, for library materials
  - h. Check #23200 to Unifi Fiber, \$4,884.00, for internet services
  - i. Check #23202 to Dell Marketing, \$2,815.14, for computers
  - j. Check #23212 to Southern Printing & Silkscreening, \$342.50, for marketing fans for PC

*The dockets were unanimously approved*

- C. Budget update and related issues – Ms. Crisler-Ruskey updated the status of funding entities. All locations are giving requested amount, with exception of Biloxi. Discussion of open positions, beginning the fiscal year with a 3-payroll month, and the need to build up cash on hand. Budget approval will be held during the October meeting.
  
- D. Approve acceptance of grants– The recent grants received were presented. LSTA Fast Track Grant for staff computer replacement \$2,971.63. CARES COVID-19 Supplies grant in the amount of \$13,000.

*Motion was unanimously approved to accept grants*

- E. COVID response – With uncertainty of the governor’s declarations on September 31<sup>st</sup>, Ms. Crisler-Ruskey feels that staff would feel more secure if the current standards are continued. Board members decided to keep internal mask mandate in effect through October 31, 2020.

*Motion was unanimously approved to continue current regulations & procedures until October 31, 2020.*

- F. Surplus fridge – Request to surplus old Margaret Sherry refrigerator

*Motion was unanimously approved to surplus old refrigerator*

- G. Leave policy update – Discussed adjusting the leave policy to alter the wording to reflect:

When an employee requests FMLA leave or the HCLS acquires knowledge that leave may be for a FMLA purpose, HCLS will notify the employee of his or her eligibility to take leave and inform the employee of his or her rights and responsibilities under the FMLA. When HCLS has enough

information to determine that leave is being taken for a FMLA-qualifying reason, HCLS will notify the employee that the leave is designated and will be counted as FMLA leave.

*Motion was unanimously approved to alter wording of leave policy*

- H. IT organization – Sarah Crisler-Ruskey updated the board on the recent changes with the IT department. One option is to hire personnel to fill the current vacant positions. A second option is to hire a firm to provide IT services. The final option is to restructure the current IT structure and fill the new positions that would be created.

*Job descriptions were unanimously approved pending need*

Ms. Ethel Clay exited the meeting at 1:18 pm

- I. Incidents and personnel issues – Board entered Executive Session at 1:30 pm. The Board exited Executive Session at 1:45 and did not take any action.

REVIEW OF BUSINESS FOR NEXT MEETING:

The next meeting was set for 12:00 p.m., October 26, 2020, at the *Orange Grove Public Library or virtually, depending on the situation.*

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Dave Vincent, Board Chair