

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

Date: February 26, 2018
Place: Orange Grove Library Board Room
Presiding Officer: Ramona Peresich, Vice Chair
Members present: Clare Rhodeman, Dave Vincent, Joan Kostmayer

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Anna Sukmann sitting in for Tim Murr, Board Attorney
Mr. John Heath, Board Accountant
Mike Alexander, Gulfport Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Ramona Peresich called the meeting to order. Agenda modified to add New Business C Attorney General Opinion Letter from Tim Murr.

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

The Minutes of the January 29, 2018, meeting were approved as written.

A motion was made, seconded and passed to approve the minutes.

FINANCIAL REPORT - The January 2018 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$129,000
- BancorpSouth Trust line is to be updated to newest balance
- Slow receipt of entity payments
- Internal Income is down for the first four months
- Salary and Wages was over in budget due to a three payroll month
- Electricity for Gulfport is over in budget, adjusting to new control system.
- HQ Professional Dues is over in budget due to a payment for Children's Book Festival that will be reimbursed via grant.
- HQ Miscellaneous Expense is over due to a payment for a Building Blocks grant to be reimbursed.
- Library Materials is under for all locations.

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

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The January Statistics were reviewed. Circulation was down 8.4%. Programs Sponsored by the Libraries was down 8.3%. Programs with Other Sponsors was down 10.1%. Attendance at Programming was up 0.6%. New Cards Issued was down 11.1%. Library Visitors was down 10.2% and Computer Use was down 18.4%. Interlibrary Loan Filled 3 requests.

- B. Annual Report – Mr. Lipscomb presented the FY 2017 Annual Report submitted to MLC. This past year we circulated 593,270 items and we had 496,204 patrons visit our facilities.
- C. Gulfport Library Security Guard – A security service has been hired for the Gulfport Library downtown. There have been no reports of disruptive behavior.
- D. MLC Director’s Meeting – Mr. Lipscomb recapped his last director’s meeting at MLC.
- E. FY 2019 Universal Service Telecommunications Grant – The state made a change for the state-wide service provider. AT&T is challenging this change in state contract. Due to these circumstances, we are unable to apply. This should be resolved soon to meet the deadline of March 22nd.
- F. Annual Financial Audit– The library system is currently working on the annual financial audit.
- G. Woolmarket Library Project – The project has been delayed due to interior remodeling.

NEW BUSINESS

- A. The January 2018 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #21198 to Ingram Library Services, \$9,089.42, for library materials.
 - b. Check #21201 to Mississippi Power, \$15,694.54 for electricity.
 - c. Check #21206 to Children’s Book Festival, \$2,200.00, for staff training.
 - d. Check #21210 to Bridges Management, \$2,285.87, for consulting services.
 - e. Check #21224 to Amazon, \$3,279.06, for library materials.
 - f. Check #21227 to Newsbank, \$10,297.40, for newspaper access and microfilm.
 - g. Check #21232 to Southern Hospitality Supply, \$634.99, for office supplies.

A motion was made, seconded and passed to approve January Accounts Payable Docket.

- B. Formally Accept Annual report –

A motion was made, seconded and passed to approve the Annual Report.

- C. Attorney General Letter from Tim Murr – Mr. Lipscomb presented the letter stating that the Mississippi Attorney General Opinion 93-0629 grants the library the discretion to invest donations from friends of the library or other individuals in any manner that it determines is prudent for the purpose of supporting the library and is in accordance with state law.

The board entered into Executive session to discuss Personnel at 12:35 pm.

REVIEW OF BUSINESS FOR NEXT MEETING

The next meeting was set for 12:00 p.m., March 26, 2018, at the Orange Grove Public Library.

Donald Moore, Board Chair