

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

Date: July 27, 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 were unanimously approved*

FINANCIAL REPORT - The June 2020 Financial Statements were reviewed:

- Cash balance is \$306,000
- All monies received from funding sources
- State Personnel Grant has been received
- Internal Income is down
- Computer Campaign is under due to cancellation of fundraiser
- Salaries are on target; HQ salaries are over due to staff member retirement
- All locations are within or under budget in capital outlay, maintenance & operations, library materials, and utilities
- All program expenditures are down

*The financial report was unanimously approved*

### DIRECTOR'S REPORT

- Sarah Crisler-Ruskey updated the Board on recent patron questions and complaints about the continued library closure
- Shared options for dealing with budget cuts from Biloxi and asked for Board support at Biloxi budget hearing
- Although held virtually, the Summer Reading program was a success with online programming and crafts-to-go
- Mississippi Library Commission will be providing less grant money in the coming fiscal year
- Received a grant from the Knight Foundation through the Gulf Coast Community Foundation to install shields at all locations

- Received monetary donations towards Local History in memoriam for Ms. Geraldine Blessey
- Possibly partnering with Infinity Space Center for a grant for future STEM programs
- Worked with Invisible History Project on possible collaboration

#### OLD BUSINESS

Mission Statement – Sarah Crisler-Ruskey presented the new Mission Statement for approval:

The Harrison County Library System is the community’s network for lifelong learning.

We seek to support and improve our community’s quality of life by connecting people with information and with each other, by preserving and sharing our history, and by providing tools for the future. To this end, we provide materials in a variety of formats, technology to enhance access to information, programs and space to share knowledge, and staff to facilitate each patron’s journey. We believe that collecting, organizing, and providing knowledge helps our community thrive and makes our democracy stronger.

*Motion was unanimously approved to adopt new Mission Statement*

#### NEW BUSINESS

- A. The June 2020 Accounts Payable Docket was reviewed:
- a. Check #23070 to Wright National Flood Insurance, \$2,755.00, for flood insurance
  - b. Check #23071 to Wright National Flood Insurance, \$2,483.00, for flood insurance
  - c. Check #23075 to Bayou Town Productions, \$300.00, for programs
  - d. Check #23086 to MidWest Tape, \$5,826.52, for HOOPLA
  - e. Check #23095 to Concern, \$136.00, for employee assistance program
  - f. Check #23098 to Rodabough Education Group, \$3,505.47, for consulting services
  - g. Check #23100 to Dunaway Glass \$2,442.84, for shield installation
  - h. Check #23103 to Eastern Alliance Insurance \$3,412.00, for Worker’s Compensation insurance

*The docket was unanimously approved*

- B. Incidents – Sarah Crisler-Ruskey updated the board on the latest incidents. The thief at the Margaret Sherry Library was apprehended and charges have been filed.

*Motion was unanimously approved to permanently ban the Margaret Sherry thief*

- C. Job Descriptions – Sarah Crisler-Ruskey presented the new job descriptions for Assistant Head of Circulation, Head of Circulation at Pass Christian, and Head of Circulation at Biloxi Central.

*Motion was unanimously approved to adopt job descriptions*

- D. Budget Update – Updated numbers for the Fiscal Year 2021 budget were shared.

- E. COVID situation – Planning for supply needs, staff members dealing with COVID and/or childcare concerns, and possible grants to help with COVID response were all covered. Mr. Tim Murr suggested that the issue of reopening of services be on the agenda of each Board meeting.

REVIEW OF BUSINESS FOR NEXT MEETING:

The next meeting was set for 12:00 p.m., August 24, 2020, at the *Orange Grove Public Library* or *virtually, depending on the situation.*

---

Dave Vincent, Board Chair