

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

Date: May 20, 2019
Place: Biloxi Library Meeting Room
Presiding Officer: Dave Vincent, Chair
Members present: Ramona Peresich, Joan Kostmayer, Ethel Clay

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Anna Sukmann sitting in for Tim Murr, Board Attorney
John Heath, Board Accountant
Sharon Davis, Biloxi Head Librarian
Carrie Turner, Minutes Taker

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

The agenda was amended to add Discussion of Board Terms. Approved.

The Minutes of the April 22, 2019, meeting was approved as written.

The minutes were unanimously approved

FINANCIAL REPORT - The April 2019 Financial Statements were reviewed by Mr. Heath.

- Cash balance is \$355,000
- All funding entities are up to date
- Universal Services has been received
- Internal Income is down
- Expenditure in Capital Outlay for system servers
- All locations under in Salaries, Library Materials, and Utilities

The Financials were approved

DIRECTOR'S REPORT

- Statistics Highlights – The April statistics: Circulation was down 7.9%. Programs Sponsored by the Libraries was up .4%. Programs with Other Sponsors was up 24%. Attendance at Programming was down 2.5%. New Cards Issued were down 1.4%. Library Visitors were down 6.2% and Computer Use was down 16.5%.
- Discussed the results of the FOL fundraiser. The system netted about \$2500.
- Updated the latest on the server installations.
- The system has hired a new person for the open IT position.
- The Supervisors agreed to give the system \$15,000 more for the computer project.
- Updated the board about the network infrastructure replacement schedule

NEW BUSINESS

- A. The April 2019 Accounts Payable Docket was reviewed:
- a. Check #22208 to State/School Insurance Fund, \$19,885.86, for insurance
 - b. Check #22223 to Howard Technology, \$22,025.00, for servers
 - c. Check #22234 to Tri-State Natural Food, \$350.00, for programming
 - d. Check #22244 to Newsbank, \$11,305.12, for Sun Herald online and microfilm database
 - e. Check #22248 to Ingram, \$7,164.14, for library materials
 - f. Check #22257 to Swank Movie Licensing, \$1,185.00, for movie licensing
 - g. Check #22266 to Proquest, \$1903.20, for AncestryLibrary.com
 - h. Check #22289 to Orange Grove FOL, \$500.00, for sponsorship check

The docket was unanimously approved

- B. Accept lowest quote for computer purchase – The quotes from CDWg and Howard Technology were presented to the board for approval. The quote from CDWg was lower.

The quote from CDWg was unanimously approved for purchase

- C. Signators for accounts

A motion was made and seconded naming Dave Vincent, Board Chair and Joan Kostmayer signators for library accounts.

- D. Savings instruments – Sarah Crisler-Ruskey discussed investigating the potential of placing two savings accounts into CDs.

- E. Incidents – The latest incidents at libraries were discussed. Sarah Crisler-Ruskey recommended that a Gulfport Patron be banned in accordance with Behavior Violation Policy for attempting to assault staff.

A year banning was unanimously approved to be revisited by the Board at the end of the 12-month period.

A request to ban a Gulfport patron for harassing a staff member and for becoming abusive and belligerent when asked to leave the children's section was made.

A 6-month banning was unanimously approved.

A banning recommendation for a Biloxi patron was requested for indecent exposure.

The patron's banning was unanimously approved.

- F. Discussion of Board Terms – Sarah Crisler-Ruskey presented information regarding state code and Board terms and will meet with Board of Supervisors President, Marlin Ladner to request action on terms and on appointing someone to fill Donald Moore's vacant spot.

- G. Discussion of funding opportunities – Discussed potential projects that could be used if BP money were awarded.

REVIEW OF BUSINESS FOR NEXT MEETING:

The next meeting was set for 12:00 p.m., June 24, 2019, at the Pass Christian Public Library.

Dave Vincent, Board Chair