

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

Date: November 25, 2019
Place: Orange Grove Public Library
Presiding Officer: Dave Vincent, Chair
Members present: Joan Kostmayer, Ron Peresich, Jr, Ethel Clay, Ardys Heurtin

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

Board Chair Dave Vincent called the meeting to order at noon. Agenda was modified to allow visitor, Greg Mason from BancorpSouth to speak first, followed by discussion of New Business E. Nell Newman fund.

The agenda was approved

The Minutes of the October 28, 2019 meeting were approved as written.

The minutes were unanimously approved

New Business – Nell Newman Fund - Greg Mason, representative of BancorpSouth, presented an update of the Nell Newman investment account. No recommended changes currently. Following, the Nell Newman history was reviewed as well as Attorney General Opinions in regards to investment of types of funds. Tim Murr will do further research. Topic will be addressed at next meeting.

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

- Cash balance is \$494,000
- All monies received from entities, Gulfport has paid for the year.
- All locations are over in salaries and retirement due to 3-payroll month
- Contents Insurance is over in all locations due to timing
- Donations have been received for Materials in Pass Christian and D'Iberville

The Financials were approved

DIRECTOR'S REPORT

- Statistics Highlights – The newest format of the statistics was reviewed. Circulation was up 7.6%; Programs Sponsored by the Libraries was down 31.79%. The numbers will be down for the year because of exhibits being counted as programs. Programs with Other Sponsors were down 2.89%. Attendance at Programming was up. Library Visitors were down 12.95%.

- Shared staff ideas for adding to programs; including online videos, adding more computer classes
- Covered various meetings
- Worked on policy/procedure revisions to update Personnel Manual
- Worked on updating statistics collection workflow

OLD BUSINESS

- A. By-Laws - The board reviewed and approved updated to the “By-Laws of the Harrison County Library System Board of Trustees”

The By-Laws were unanimously approved pending inclusion of suggested comments by Sarah Crisler-Ruskey

- B. Business systems manual

The Business systems manual was unanimously approved with Cash Management Section to be amended

NEW BUSINESS

- A. The October 2019 Accounts Payable Docket was reviewed:
- a. Check #22654 to AT&T, \$48.01, for long distance
 - b. Check #22658 to Midwest Tape, \$3,155.80, for Hoopla
 - c. Check #22666 to Scott-Roberts, \$208.86, for background checks
 - d. Check #22671 to Mississippi Power, \$13,524.54, for electricity
 - e. Check #22672 to RJ Young Company, \$3,070.00, for printer/copier services
 - f. Check #22675 to Uniti Fiber, \$4,884.00, for internet services
 - g. Check #22681 to BXS Insurance, \$12,244.83, for insurance
 - h. Check #22682 to Rodabough Education Group, \$2,204.70, for consultant services
 - i. Check #22688 to Coastal Credit Union, \$210.00, for employee deductions

The docket was unanimously approved

- B. New Year’s Eve early closing – Sarah Crisler-Ruskey requested that the libraries be allowed to close early for that day.

The closing was unanimously approved with time at Sarah Crisler-Ruskey’s discretion

- C. Fundraiser date and location – The date for the next fundraiser was set for April 24th. Event type and possible locations were discussed. Orange Grove is the preferred choice, with Biloxi as plan B. With early discussion, a letter can be composed for the Harrison County Board of Supervisors.
- D. Personnel manual – Sarah Crisler-Ruskey presented a draft for the board to review.
- E. Nell Newman fund – discussion above.

F. Incidents – Recent incidents were shared, and the Director informed the Board that Biloxi is considering providing security guards for downtown to help reduce incidents.

REVIEW OF BUSINESS FOR NEXT MEETING:

Strategic Planning – Sarah Crisler-Ruskey discussed the staff survey and the public survey for offsite locations.

The next meeting was set for 12:00 p.m., January 6, 2020, at the Orange Grove Public Library.

Dave Vincent, Board Chair