

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

Date: June 22, 2020
Place: Orange Grove Library Children's Department
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 May 2020 Financial Statements were reviewed:

- Cash balance is \$305,000
- All monies received from funding units
- State Personnel Grant will be reflected in June Financials
- Internal Income for the month is down due to closure
- Computer Campaign is under due to cancellation of fundraiser
- Overall, salaries are on target
- All locations are within or under budget in capital outlay, maintenance & operations, library materials, and utilities

The financial report was unanimously approved

DIRECTOR'S REPORT

- Shared logistics of re-opening procedure
- Shared virtual Summer Reading plans
- Updated the various programs and classes that staff have been providing on virtual platforms – with over 50,000 views to date
- Reviewed the completion of a \$276,000 grant application for Outreach vehicle with a mobile computer lab plus staffer and hotspots in conjunction with CTA, through CARES act funding
- Updated on the joint project with Lynn Meadows
- Budget drafts are in the works and will be shared soon
- MLC will be holding a meeting to determine full reopening procedures
- Biloxi City Council agreed to another month for the security guard, now through July

- Digital cards are still being offered and staff are busy trying to innovate new ways to help patrons
- Discussed the new PSA for the library system

OLD BUSINESS

Reiterated that the library is within guidelines for the opening procedures that have been followed to date. Planning will be based on local counts of cases and in relation to testing numbers.

NEW BUSINESS

- A. The May 2020 Accounts Payable Docket was reviewed:
- a. Check #23035 to Bonds Services, \$2,375.00, for janitorial services
 - b. Check #23038 to Sun Herald, \$395.20, for library materials
 - c. Check #23039 to Fletcher and Company, \$8,760, for audit
 - d. Check #23040 to Ingram Library Services, \$2,341.76, for library materials
 - e. Check #23042 to Concern, \$136.00, for employee assistance program
 - f. Check #23050 to Uniti Fiber, \$4,884.00, for internet
 - g. Check #23060 to ADT Security Services \$587.04, for West Biloxi Security system

The docket was unanimously approved

- B. Margaret Sherry Incident – Sarah Crisler-Ruskey updated the board on the latest break-in at the Margaret Sherry location.
- C. July 4 closure and policy clarification – Policy wording was updated to clarify following the governor’s holiday proclamations.

Motion was unanimously approved to adopt new wording

- D. Surplus items – Sarah Crisler-Ruskey presented the latest list of items to be declared surplus. Board instructed to investigate options for disposal to include possible cash back options.

Motion was unanimously approved to declare items surplus

- E. Planning for future COVID-19 response – Discussed concerns that would hinder further re-opening of services. Board decided to revise behavior policy to include the requirement of wearing a mask to make use of library services. Temperatures will need to be taken before use of the library. Date for reopening has not been set.

Motion was unanimously approved to revise the behavior policy

- F. Budget planning – The budget draft is in working stages and letters are being are being drafted for funders.

REVIEW OF BUSINESS FOR NEXT MEETING:

The next meeting was set for 12:00 p.m., July 27, 2020, at the *Orange Grove Public Library* or *virtually*, depending on the situation.

Dave Vincent, Board Chair