

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

Date: February 19, 2015  
Place: Pass Christian Library  
Presiding Officer: Brian Quave, Chair  
Members present: Dave Vincent, Clare Rhodeman, Ramona Peresich, Donald Moore  
Members absent: None

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director  
Susan Storrs, Administrative Assistant (minutes taker)  
Tim Murr, Board Attorney  
John Heath, Board Accountant  
Sharon Davis, Biloxi Head Librarian

Mr. Quave called the meeting to order. The Agenda was amended to add Item C. under New Business, Resolution to appoint Celia Barrett as the official FEMA liaison for the Library System. The Agenda was adopted as amended. The Minutes of the January 20, 2015, meeting were approved as written.

FINANCIAL REPORT – Mr. John Heath reviewed the January 2015 Financial Statements

- The Library System is continuing to show a very good cash position with a balance of \$663,505 in the general account.
- All local funding agencies on budget and Gulfport and D'Iberville are two months ahead because they pay quarterly.
- Salaries & Benefits are still slightly over budget because December was a three pay period month. Library Materials are under budget which is typical for this early in the fiscal year. Maintenance & Operations are over budget due the payment of several annual maintenance and/or software contracts.
- Headquarters is over in Salaries & Benefits because of the three pay periods and under in Database and Software but several annual database payments have not yet come due. Telecommunications (fiber optics) is over due to a posting error to be corrected in February and Accounting and Audit is under but the audit will be completed in March as usual.
- Gulfport is under in Library Materials spending. This is normal for this time of the year. Electricity is over budget but not as much as in past months. Fiber optics telecommunications is under due to the data entry error involving HQ. Professional Liability Insurance is over because the annual payment was made in December.

- Biloxi is over budget in Professional Liability Insurance also. Biloxi is still over budget in Equipment Maintenance because several annual copier maintenance agreements come due in October. Biloxi is under in Library Materials as usual for early in the fiscal year. Automation System Maintenance is under because annual maintenance contracts have not come due yet.
- Pass Christian is under in Library Materials and Youth Programs & Services because of donations. Pass is over in Professional Liability Insurance for the same reason as the other libraries.
- D'iberville is under in Library Materials and under in both contents and Professional Liability Insurance due to the payment of annual premiums.
- Saucier is over in Database Software because of an annual maintenance payment.

***The motion was made, seconded and passed to accept the January 2015 Financial Report.***

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The January Statistics were reviewed. Circulation was up 6.0%, Programs Sponsored by the Libraries was up 7.3%, Programs with Other Sponsors was up 21.8%, Attendance at Programming was up 25.3%, New Cards Issued was down .3%, Library Visitors was up 6.0%, and Computer Use was down 7%. December statistics were also reviewed. Circulation was up 6.1%, Programs Sponsored by the Libraries was down 12.5%, Programs with Other Sponsors was up 19.1%, Attendance at Programming was up 17.9%, New Cards Issued was down 3.7%, Library Visitors was up 1.7%, and Computer Use was up 34.4%.
- B. Mr. Lipscomb reported to the Board that Freading, the e-book service, was up and running. We will begin a public relations campaign to inform the community about this new service many patrons have asked for in the past.
- C. We are stilling waiting on fiber optic installation to open the new Saucier facility.
- D. Sharon Davis has already begun working with Charlie in preparation for her new role as Head of all Biloxi libraries. Sharon attended the meeting and announced to the board that her former position as Branch Manager at Margaret Sherry library has been filled. The new manager is Tara Morgan. Tara has a MLIS and has been working at the Harrison county Tax assessor's office.
- E. Mr. Lipscomb asked the Board to consider a raise for Orange Grove employee Geoff Conwill. Geoff handles the upstairs non-fiction and reference departments, as well as the adult computer activities. He has been presenting various computer classes for the public and also creates monthly and seasonal displays.

## NEW BUSINESS

A. The January 2015 Accounts Payable Docket was reviewed with the following items noted by Mr. Heath.

- Check #18759 to Berkley Insurance, \$726.00, for general liability insurance.
- Check #18815 to AT&T, \$1,815.49, for monthly voice and fax telephone bills.
- Check #18816 to AT&T, \$12,040.20 for fiber optic lines.
- Check #18850 to TEI Landmark Audio, \$1,744.34, for audio books.
- Check #18855 to Wright National Flood, \$1,704.00, for flood insurance at downtown Gulfport Library.

***A motion was made, seconded and passed to approve the January 2015 Accounts Payable Dockets.***

B. Promotion and Raise for Geoff Conwill – the Board approved a promotion to Library Assistant III with a pay increase to Step 321, \$15.03 per hour.

***A motion was made, seconded and passed to raise Geoff Conwill from Step 272 to Step 321 effective February 21, 2015, the start of the next pay period.***

C. Resolution to appoint Celia Barrett as FEMA liaison. Due to the retirement of Charlene Longino effective February 28, 2015, the Library System will need to appoint a new FEMA liaison to deal with the final phase of the close-out. Since Celia has worked with Charlene on all FEMA communications, the OIG audit and the Gulfport projects, both Mr. Lipscomb and Ms. Longino recommend that Celia be appointed as liaison.

***A motion was made, seconded and passed to appoint Celia Barrett as official liaison as follows:***

***The Harrison County Library System Board of Administrative Trustees is resolved that Celia Barrett, Gulfport Head Librarian, replace Charlene Longino as the Library System's official liaison with the Federal Emergency Management Administration.***

The next Board meeting will be on Tuesday, March 24, 2015 at the Saucier Children's' Library at 3:00 p.m. There was no further business and the meeting adjourned.

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Brian Quave, Chair