

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

Date: January 20, 2015
Place: Orange Grove Library Boardroom
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
Wendy Allard, Pass Christian Head Librarian

Mr. Quave called the meeting to order. The Agenda was amended to add Item D. under New Business, Mr. Murr to speak about retirement system, and Item E. Under New Business, Charline Longino, Biloxi Head Librarian, to retire. The Agenda was adopted as amended. The Minutes of the November 19, 2014, meeting were approved as written.

FINANCIAL REPORT – Mr. John Heath reviewed the December 2014 Financial Statements

- The Library System is continuing to show a very good cash position with a balance of \$596,040 in the general account.
- All local funding agencies as well as the State Personnel Grant are on budget with one exception. Biloxi's December check had a typographical error and was short \$6,000. The city has been contacted and the \$6,000 will be added to the January check.
- Salaries & Benefits are 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.
- The only notable line item for Headquarters is Employee Health and Life Insurance which is over because the January payment was mailed too early and cleared the bank on December 31st. That will work itself out in January.
- Gulfport is under in Library Materials spending. This is normal for the early months of a new year. Electricity remains because the bills for the first three months of the fiscal year still reflect the higher usage for the still warm weather. This should taper off during the milder months of fall. Professional Liability Insurance is over because the annual payment was made in December. It should work out over the year.

- 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.
- Pass Christian is under in Library Materials because of several nice donations for Material. 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 under in Salaries due to an error. One of the employees was posted to another library. It will be corrected on the January statements. Saucier is also over in database Software because of an annual maintenance payment. Frame Relay is under budget because the charge was posted in error to Library Materials. Correction will be made in January.

A motion was made, seconded and passed to accept the October Financial Report.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The November Statistics were reviewed. Circulation was down 7%, Programs Sponsored by the Libraries was unchanged, Programs with Other Sponsors was up 52%, Attendance at Programming was up 53.9%, New Cards Issued was up 2.9%, Library Visitors was up 9.3%, 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 7.6%.
- B. Mr. Lipscomb reported to the board that Charline Longino, Head Librarian for Biloxi was retiring at the end of February. The search for a replacement will begin immediately.
- C. Copies of the annual report submitted to the Library Commission were given to the Board. In general it was a good year with numbers up for general circulation, computer usage and library visits.
- D. Mr. Lipscomb reported that his email was hacked and it was necessary to change his email address. It is now rm.lipscomb@harrisonlib.ms.us. Several other directors around the state have had the same experience.
- E. Three of our employees have been the victims of a false unemployment claim being made in their name. The Mississippi department of employment security was notified immediately and step was taken to report the identity theft and protect the employees from any other use of their information. This is happening all around the state and in other states. It is not yet known where the data is coming from but the scam is possible because unemployment claims are initially filed online and no picture identification is required.
- F. Mike Alexander, Orange Grove Branch Manager, has just received his Master's Degree in Library and Information Science from the University of Southern Mississippi. The Board will be asked to approve a pay increase for him under New Business.

- G. The Board was asked to consider closing downtown Gulfport Library on Saturday, February 14 because of the Mardi Gras parade that goes directly in front of the building. This disrupts normal library business, makes it difficult for patrons to access the library and creates problems of a non-library nature for the staff. This will be voted on under New Business.

NEW BUSINESS

- A. The November and December 2014 Accounts Payable Dockets were reviewed with the following items noted by Mr. Heath.

- Check #18655 to Mississippi State Treasurer, \$8,907.10, a refund to FEMA for overpayment on a Biloxi microfilm project.
- Check #18698 to Microscan, \$2,072.00, for annual maintenance contract on several microfilm machines.
- Check #18721 to Tumbleweed Press, \$3,355.20, database of e-reader books for children on our website.
- Check #18756 to AT&T, \$13,409.02, for HQ phone and all libraries fiber optic lines.
- Check #18774 to Library Ideas, \$6,150.00, for annual subscription to the e-book website, Freading, discussed and approve at the November meeting.
- Check #18789 to Wallace Carpet Clean, \$1,050.00, for carpet cleaning at West Biloxi and Margaret Sherry Libraries.

A motion was made, seconded and passed to approve the November and December 2014 Accounts Payable Dockets.

- B. Pay Increase for Mike Alexander – Mr. Lipscomb asked the Board to approve a raise for Mike Alexander from Step 331, \$15.80 per hour, to Step 355, \$17.81 per hour.

A motion was made, seconded and passed to raise Mike Alexander's pay from Step 331 to Step 355 effective with the pay period starting January 24, 2015.

- C. Approve closing Gulfport Library for Mardi Gras parade.

A motion was made, seconded and passed to close the Gulfport Library on February 14 for the Mardi Gras parade.

- D. With recent news reports concerning retirement plans that are unable to meet their obligations, Mr. Murr requested that the minutes of this board state the following:

- 1) *The Trustees of the Administrative Board of the Harrison County Library System have no direction or control over employee retirement accounts.*
- 2) *The Trustees do not manage any employee accounts or investments.*
- 3) *Employee retirement accounts are invested and controlled by the Public Employees' Retirement System of Mississippi and not by the local trustees of Harrison County Library System.*

- E. Replacement for Charline Longino – Mr. Lipscomb recommended Sharon Davis, Margaret Sherry Library Branch Manager, for the Head of the Biloxi Libraries. Ms. Davis has been in her current position since joining the Library System in May of 2005. She has the management experience, local knowledge and a MLIS degree necessary for position as head of all four Biloxi libraries. Sharon also has valuable contacts with the Library School at USM and taught classes for them after her graduation. Mr. Lipscomb recommended that Ms. Davis be promoted to Librarian II as Head of all Biloxi Libraries at a starting salary of Step 415, \$24.02 per hour, \$50,133.12 per annum.

A motion was made, seconded and passed to promote Sharon Davis to the Biloxi Head Librarian position.

Mr. Lipscomb will bring a candidate name to the next Board meeting for the new Branch Manager for Margaret Sherry.

The next Board meeting will be on Thursday, February 19, 2015 at the Orange Grove Library at 3:00 p.m. There was no further business and the meeting adjourned.

Brian Quave, Chair