

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

Date: March 24, 2015
Place: Saucier Children's Library
Presiding Officer: Brian Quave, Chair
Members present: Dave Vincent, Donald Moore
Members absent: Clare Rhodeman, Ramona Peresich

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
Celia Barrett, Gulfport Head Librarian

Mr. Quave called the meeting to order. Before beginning the formal meeting Mr. Quave read a thank you note from Charline Longino for the retirement luncheon the Board hosted in her honor.

The Agenda was adopted as written. The Minutes of the February 19, 2015, meeting were approved as written.

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

- The Library System is continuing to show a good cash position with a balance of \$513,045 in the general account.
- Biloxi appears to be one month behind due to a delay in receiving the monthly check; however, we now have those funds in the bank and will be making arrangements to have the check sent directly to Administrative Headquarters. Gulfport and D'Iberville are one month ahead because they pay quarterly. State Health & Life Insurance also appear to be under budget by one month but those funds have been received. Funds for the State Personnel Grant and Universal Service typically come in March.
- Salaries & Benefits have caught up from the three payrolls in December and are now slightly under budget. As usual for this time of the year, Library Materials are under budget; that should change when leases are paid this summer. Maintenance & Operations are beginning to catch up from annual payments made in the early months and the over budget amount is less than it has been.
- Headquarters is over in Salaries & Benefits due to an employee's retirement and payment of a significant amount of earned annual leave. Database and Software are under budget but the AutoGraphics maintenance agreement will be paid in March. Accounting and Audit is under budget but that will change with payment of the audit in April or May.

- Gulfport is under in Library Materials spending. This is normal for this time of the year. Electricity is still over budget year to date, but the monthly amount is under budget. Professional Liability Insurance remains over budget because the annual payment was made in December.
- 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 like all the libraries. D'Iberville is under in both Contents and Professional Liability Insurance due to the payment of annual premiums. D'Iberville is over in Data Telecommunications due to a posting error.
- Saucier is over in Database Software because of an annual maintenance payment. Saucier is also under in Data Telecommunications due to the monthly amount being posted to D'Iberville instead of Saucier.

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

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The February Statistics were reviewed. Circulation was down 3.4%, Programs Sponsored by the Libraries was down 6.4%, Programs with Other Sponsors was down 10.0%, Attendance at Programming was down 24.0%, New Cards Issued was down 7.6%, Library Visitors was down 1.4%, and Computer Use was up 8.8%. This month the statistics also reported HCLS Digital Services including Webpage hits, WIFI Users, Ancestry.com users, Learn-A-Test, users, Freading downloads, Tumblebooks and Tumblebooks Junior users. These categories will become a regular addition to the Monthly Statistics.
- B. AT & T has scheduled the fiber optic installation at the new Saucier facility for March 26, 2015. The library will re-open to the public as soon as possible after the installation is complete and all is in working order.
- C. A new employee, Rachel Maloy, has been hired at Pass Christian to replace Jan Delaune who came to Headquarters to replace Deanna Plummer when she retired. We have also found someone to take the position of Acquisitions Librarian when Linda Beasley retires at the end of April. Carrie Turner from the Woolmarket Library has been with the Library System for several years and will start at headquarters in mid-April to receive adequate training for this position.
- D. We will now be keeping track of Freading downloads. We are expecting usage to increase rapidly.

- E. Mr. Lipscomb called attention to the article from Rotary Magazine enclosed in the monthly mail-out. Entitled "In Praise of Libraries" the article points out why public libraries will remain important civic institutions.

NEW BUSINESS

- A. The February 2015 Accounts Payable Docket was reviewed with the following items noted by Mr. Heath.
- Check #18885 to Bonds Services, \$1,650.00, for janitorial service at Gulfport and Orange Grove.
 - Check #18917 to Center Point Large Print, \$1,639.44, for large print books.
 - Check #18932 to Elizabeth Catalano, \$219.06 for November through February mileage.
 - Check #18921 to Municipal Code Corp., \$84.24, for Biloxi Municipal Code books.

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

- B. Celia Barrett, the new FEMA liaison, brought the Board up to date on FEMA. We are expecting a small final check for \$432.55. When these funds are received we can progress to the final close out and sign off of all Harrison County Library System FEMA projects.
- C. Celia also reminded everyone that during National Library Week, April 12 through April 18, library materials could be returned and the fines on those materials waived.

The next meeting was set for 3:00 p.m., April 28, 2015, at the Orange Grove Library.

Mr. Lipscomb, Mr. Quave and all Board members present thanked the Saucier staff and Friends for the wonderful refreshments provided for the meeting. They were commended for their hard work and dedication in helping re-locate the library to the new building. A Grand Opening has been set for May 5, 2015.

Brian Quave, Board Chair