

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

Date: November 19, 2014
Place: Orange Grove Library Boardroom
Presiding Officer: Brian Quave, Chair
Members present: Dave Vincent, Clare Rhodeman
Members absent: Ramona Peresich, Donald Moore

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

Mr. Quave called the meeting to order. The Agenda was adopted as written. The Minutes of the October 28, 2014, meeting were approved as written.

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

- The Library System is continuing to show a good cash position with a balance of \$509,151 in the general account.
- Harrison County and Pass Christian remitted their first monthly checks for the new fiscal year and D'Iberville sent a check for the first quarter. Biloxi's October check did not reach us in time to go on the statements but has since been received and deposited. Gulfport pays quarterly and that check will likely come in November.
- Salaries & Benefits are under budget but December will be 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 postage due to a \$1,000 postage purchase for the machine. This will work itself out over the next few months. Headquarters is also over in Staff Development and Training due to the Staff Day in October, which will also work out over the next few months.
- Gulfport is under in Library Materials spending. This is normal for the early months of a new year. Electricity is over because the bill reflects the higher usage for the still warm weather. This should taper off during the milder months of fall. Contents Insurance is over because the budget covers twelve months and the bill for the insurance is paid in three installments. Staff Development and Training is over budget the same as Headquarters.
- Biloxi is over budget in Contents Insurance and Staff Development for the same reason as Headquarters and Gulfport. Biloxi is also 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 over in Electricity but, as with Gulfport, it should taper off over the next few months. Pass is over in Contents Insurance for the same reason as the other libraries.
- D'iberville is over in Electricity but will even out over the next few months.
- Saucier is under in Salaries. It may be due to an error and will be checked.

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

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The October Statistics were reviewed. Circulation was up .9%, Programs Sponsored by the Libraries was down 9.8%, Programs with Other Sponsors was up 14.5%, Attendance at Programming was down 13.3%, New Cards Issued was down .7%, Library Visitors was up .9%, and Computer Use was up 2.4%. There was a question about total library card holders. Mr. Lipscomb will bring that data to the next meeting.
- B. We have completed the final sign-off on the Orange Grove Library FEMA project. The remaining funds, approximately \$160,000, will be paid to us now. There is one more final sign-off on the entire project covering all four libraries.
- C. We continue to wait on AT & T for fiber optic installation at the new Saucier facility. The staff is preparing for the move but the library cannot be open until fiber optic is installed as both the circulation system and the public computer use is dependent on the internet connection being operational.
- D. Mr. Lipscomb attended at director's meeting and seminar hosted by the Mississippi Library Commission. There were sessions on contracts, personnel and accounting. Other than mileage, the costs were underwritten by the Library Commission.
- E. The libraries have hosted and participated in an interesting variety of programs in the last month. Orange Grove Teen Advisory Board presented a "Murder Mystery" in the library after hours. Local History and Genealogy hosted "Voices from the Past" which highlighted the importance of journals in genealogy research and, as always, the Local History & Genealogy staff participated in the annual Historical Cemetery Tour during Halloween.

NEW BUSINESS

The October 2014 Accounts Payable Docket was reviewed with the following items noted by Mr. Heath.

- Check #18551 to Nezaty's Cafe, \$622.55, for lunch at the In-service Staff Day.
- Check #18567 to Chick-Fil-A, \$38.25, coffee and refreshments for Staff Day.
- Check #18572 to BanCorpSouth, \$8,743.36, for content insurance at all locations.

- Check #18613 to Envisionware, \$5,679.52, for annual maintenance and database services for networked printing for public computers.
- Check #18625 to Mississippi Power Company, \$18,149.30, for electricity at all libraries except Woolmarket and Margaret Sherry. Mr. Heath questioned the cost of power at Orange Grove. Data will be provided at the next meeting.

A motion was made, seconded and passed to approve the October 2014 Accounts Payable Docket.

The next Board meeting will be on January 20, 2015 at the Pass Christian Library at 3:00 p.m. There was no further business and the meeting adjourned.

Brian Quave, Chair