

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

Date: November 26, 2018
Place: Gulfport Library Meeting Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Dave Vincent, Joan Kostmayer

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Tim Murr, Board Attorney
John Heath, Board Accountant
Mike Alexander, Gulfport Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Board Chair Donald Moore called the meeting to order at noon.

The agenda was amended to add Approval – Bid for Internet Service, Director’s Report - Mrs. Rhodeman’s Retirement. Approved.

The Minutes of the October 22, 2018, meeting were approved as written.

The minutes were unanimously approved

FINANCIAL REPORT - The October 2018 Financial Statements were reviewed by Mr. Heath.

- Cash balance is \$157,957
- Not all funding entity payments have been received by time of Financial Statements
- State Personnel Grant and Universal Services is up due to timing issue
- Internal Income continues to be less than projected
- Expenditures are under budget
- HQ – Miscellaneous is under due to grant payment
- Gulfport – Under in library materials and utilities
- Biloxi – Under in library materials
- Hoopla is a separate line item for this year
- Pass Christian – Under in library materials and has credit in Youth Services from donations
- D’Iberville – Has received a donation for library materials

DIRECTOR’S REPORT

- Described the new database “Universal Class”
- Meeting with different officials recap
- Updated on the Coins for Computers campaign
- Shared the new newsletter for funders
- All locations have received Active-Shooter Training
- Current grant applications
- Recognition for Mrs. Rhodeman’s service

NEW BUSINESS

- A. Budget – Ms. Crisler-Ruskey presented a change to the FY2019 budget to correct branch budgets and to adjust allocations in sub-accounts subsequent to review by staff and CPA staff.

Amended budget was approved.

- B. The October 2018 Accounts Payable Docket was reviewed:

- a. Check #21833 to State/School Insurance Fund, \$19,605.38 for insurance
- b. Check #21850 to BSX Insurance, \$5088.50, for building insurance
- c. Check #21851 to Microscan, \$940.00 for equipment maintenance
- d. Check #21853 to Bond Services, \$2,375.00, for janitorial services
- e. Check #21855 to MS Library Assn, \$880.00, for conference attendance
- f. Check #21860 to AT&T, \$,8,313.60, for internet
- g. Check #21861 to Swetman Security, \$1,320.00, for security services
- h. Check #21879 to MS Power, \$12,097.63, for electricity
- i. Check #21887 to City of Biloxi, \$164.08, for water

The docket was unanimously approved

- C. Clarification of comp time – Requested clarification of use of Compensatory Time by the Director. – Deferred until response from MS Library Commission
- D. Job description updates – Deferred until next meeting.
- E. Follow-up on previous patron issues – Sarah Crisler-Ruskey updated the board on recent patron bannings. Discussion was held about the procedures.
- F. Incidents – Sarah Crisler-Ruskey shared the latest incidents. Several options were discussed about the number of incidents at locations, including notifications to the local police and city councils.
- G. Incident response framework –Deferred until next meeting.
- H. Approval of Bid for Internet Service - Recommended proposals were presented to the board.

Motion was approved for the award of bid to Southern Light d/b/a Uniti Fiber.

REVIEW OF BUSINESS FOR NEXT MEETING

- Clarification of Comp Time
- Job Description
- Incident response

The next meeting was set for 12:00 p.m., January 14, 2019, at the Margaret Sherry Public Library.

Donald Moore, Board Chair