

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

Date: May 26, 2015  
Place: Margaret Sherry Library  
Presiding Officer: Brian Quave, Chair  
Members present: Dave Vincent, Donald Moore, Clare Rhodeman  
Members absent: 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

Mr. Quave called the meeting to order. The Agenda was adopted as written. The Minutes of the April 28, 2015, meeting were approved as written.

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

- The Library System is continuing to show a good cash position with a balance of \$641,265 in the general account. Mr. Heath called the Board's attention to the Hancock Bank Trust Account which Mr. Murr will be discussing later.
- Harrison County, Biloxi, and Pass Christian are on budget. Gulfport and D'Iberville are two months ahead because payment for the 3<sup>rd</sup> quarter was received in April. The State Personnel Grant and Universal Service funds appear to be under budget; however, additional funds from those sources are due later in the fiscal year.
- Salaries & Benefits are under budget as we build up to another three payroll month. Library Materials will continue to be under budget until leases are paid in July and August. Maintenance & Operations continue to catch up from annual payments made in the early months with the over budget amount decreasing each month.
- Headquarters is under budget overall. Accounting and Audit is over budget as the audit bill was paid in April. It should even out by year end.
- Gulfport continues to be under in Library Materials spending; however, book and audio book leases will be paid this summer. Electricity is over budget year to date and may continue to be over budget as the higher bill for the summer months are beginning to come in. Payment of the annual contract for AutoGraphics in April created an over budget amount in Automation System Maintenance that should even out by year end.

- Biloxi also continues to be under budget in Library Materials until leases are paid in the late summer. Automation System Maintenance is over budget as a result of the payment of the annual maintenance contract but should catch up by year end.
- Pass Christian is still under in Library Materials and Youth Programs & Services because of donations.
- D'iberville is under in Library Materials with leases coming due this summer. Electricity is over budget and as we are going into the hotter, higher bill months it may stay that way. The budget may not have allowed for as much of a rate increase as has been implemented.
- Saucier is over in Automation System Maintenance due to the payment of the AutoGraphics annual contract but should even out by year end.

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

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The April Statistics were reviewed. Circulation was down 9.1% with a large decrease in Biloxi that will be double checked. Programs Sponsored by the Libraries was up 10.8%, Programs with Other Sponsors was down 18%, Attendance at Programming was up 2.5%, New Cards Issued was down 7.4%, Library Visitors was up 9.8%, and Computer Use was up 6.9%. Statistics for HCLS Digital Services included 24,249 Webpage hits, 5,358 WIFI Users, 830 Ancestry.com users, 114 Learn-A-Test users, 111 Freeding downloads, 4,394 Tumblebooks readers and 97 Tumblebooks Junior users.
- B. The Saucier Children's Library Grand Opening took place May, 5, 2015, and over 100 people attended. Both WLOX and WXXV covered the event. Supervisor Rockco attended and Dave Vincent represented the library board.
- C. The Freeding ebook service is continuing to grow. We hope to see this service become an important source for reading material as more patrons learn how to download books on their devices.
- D. Mr. Lipscomb informed the Board about an incident at the West Biloxi Library. A woman wearing a large caliber gun brought her child to story hour. Several other patrons complained that this was upsetting and the second time it happened the staff called Mr. Lipscomb. He asked the woman to please not wear the firearm openly while in the library. She responded that since there was no sign on the door prohibiting it, she could do so. She did agree to not display the pistol openly but came back the next day and returned her library card stating that she would no longer use the library. The Biloxi police assured Mr. Lipscomb that we do have the right to post a notice on the door prohibiting the open wearing of firearms in the library. The sign will be replaced. Mr. Lipscomb will check again with the Biloxi police chief and also look into the cost of sturdier signs for all libraries.

- E. Three juveniles were arrested for the Pass Christian Library burglary. Wendy Allard, the library manager, has completed affidavits against the three at the prosecutor's office. The X-Box and most of the games were returned to us. It is believed that one of them hid in the building and let the others in after closing. Staff has been reminded to check for patrons very thoroughly before closing.
- F. Mr. Murr gave a report on the Nell Newman Fund. The fund is not in a true trust account but is an investment account. The library system is free to change the form of the account, the investment strategy and the management (bank.) The Board is interested in making some changes but there is a question as to what type of investments a public agency is allowed to make by state law. Mr. Murr will investigate and report back at the next meeting. At that time the Board can take further steps toward making possible changes.

#### NEW BUSINESS

- A. The April 2015 Accounts Payable Docket was reviewed with the following items noted by Mr. Heath.
- Check #19038 to Movie Licensing USA, \$1,185.00, for licenses for some of the libraries to show movies.
  - Check #19042 to Rotary Club of Gulfport, \$212.00 for Mr. Lipscomb's quarterly dues.
  - Check #19065 to Fletcher and Company, \$9,210.00 for the FY2014 audit.
  - Check #19068 to City Directories, \$550.00, for library materials.

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

The next meeting was set for 3:00 p.m., June 16, 2015, at the Orange Grove Library. Items to be discussed will be the firearms signs, the FY16 budget, and the Nell Newman fund.

---

Brian Quave, Board Chair