

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

Date: January 6, 2020
Place: Orange Grove Public Library
Presiding Officer: Dave Vincent, Chair
Members present: Joan Kostmayer, Ron Peresich, Jr, Ethel Clay, Ardys Heurtin

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, Minutes Taker

Board Chair Dave Vincent called the meeting to order at noon.

The agenda was approved

The Minutes of the November 25, 2019 meeting were approved as written.

The minutes were unanimously approved

FINANCIAL REPORT - The November 2019 Financial Statements were reviewed by Mr. Heath.

- Cash balance is \$444,000
- All monies received from funders; Gulfport has paid for the year.
- Internal Income continues to be under; reporting process is under review
- All locations are over in salaries and retirement due to 3-payroll month
- All locations are under in maintenance & operations, library materials
- Contents Insurance is over in all locations due to timing
- Donations have been received for Materials in Pass Christian and D'Iberville

The Financials were approved

DIRECTOR'S REPORT

- Statistics Highlights – The newest format of the statistics was reviewed. Circulation was up .48%; Programs Sponsored by the Libraries was down 39.42%. Programs with Other Sponsors were down 23.79%. Attendance at Programming was up. Library Visitors were up 8.57%.
- Completed annual statistical report for MLC
- Covered various meetings
- Updated staff changes within IT department
- Turned over gavel for MLA presidency; currently working on regional training
- Worked on policy/procedure revisions to update Personnel Manual
- Coordinated with YMCA for staff CPR training
- Discussed partnership with Special Olympics to make resource packages available to patrons

- Worked on updating statistics collection workflow

OLD BUSINESS

- A. Business systems manual – Sarah Crisler-Ruskey updated the procedures being reviewed for petty cash handling. Tabled until next meeting.
- B. Nell Newman – Tim Murr updated the board on the response received from state officials regarding investment guidelines. Official letter pending.

Motion was approved to advise Tim Murr to consult with Bancorp South to liquidate funds and invest in highest-earning CDs.

NEW BUSINESS

- A. The November 2019 Accounts Payable Docket was reviewed:
 - a. Check #22694 to Scott-Roberts, \$112.92, for background checks
 - b. Check #22698 to Ingram Library Services, \$1222.52, for library materials
 - c. Check #22700 to MidWest Tape, \$2899.55, for HOOPLA
 - d. Check #22718 to Uniti Fiber, \$4,884.00, for internet services
 - e. Check #22725 to Card Services, \$1606.33, for staff training
 - f. Check #22728 to Recorded Books, \$4800.00, for Universal Class
 - g. Check #22729 to Southern Fire Safety, \$480.00, for PC fire alarm monitoring
 - h. Check #22743 to Nassaw Lamp, \$100.86, for equipment supplies

The docket was unanimously approved

- B. Personnel Manual revision – Board discussed various sections. Will review at next meeting.
- C. Job description approval – Sarah Crisler-Ruskey presented a job description for the position of delivery driver.

The job description was unanimously approved pending the addition of GED equivalent and maximum weight

- D. Mardi Gras parade closure at Gulfport – Sarah Crisler-Ruskey asked permission for the downtown Gulfport location to close on February 22, 2020, due to the Mardi Gras parade.

Motion was approved to allow the downtown Gulfport location to close

- E. Hiring letter – Discussed the latest hiring and staff changes.
- F. Incidents – Recent incidents were shared.

REVIEW OF BUSINESS FOR NEXT MEETING:

Strategic Planning – Sarah Crisler-Ruskey discussed the staff survey and the public survey for offsite locations.

The next meeting was set for 12:00 p.m., February 10, 2020, at the West Biloxi Public Library.

Dave Vincent, Board Chair