

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

Date: September 24, 2018
Place: Biloxi Library Meeting Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Joan Kostmayer, Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Sharon Davis, Biloxi Head Librarian
Carrie Turner, Administrative Assistant (Minutes Taker)

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

The agenda was approved.

The Minutes of the August 27, 2018, meeting were approved as written.

The minutes were unanimously approved

PATRON APPEAL – Mary O'Malley requested the library system carry the physical edition of the *New York Times* newspaper.

The library will investigate the cost of a subscription.

FINANCIAL REPORT - The August 2018 Financial Statements were tabled until next meeting due to absence of John Heath.

DIRECTOR'S REPORT

- A. Statistics– The August statistics were reviewed. Circulation was down 11.2%. Programs sponsored by the Libraries were up 0.4%. Programs with other sponsors were up 30.2%. Attendance at programming was down 23.3%. New Cards were down 11%. Library visitors decreased 12.3% and computer use was down 10.9%.
- B. Budget– Ms. Crisler-Ruskey reviewed updates to the budget. An official letter has been received from the county stating funding of \$45,000 more than last year. Budget to be approved at the October Meeting.

NEW BUSINESS

- A. The August 2018 Accounts Payable Docket was reviewed:
 - a. Check #21718 to Ebsco, \$1,637.37 for periodicals
 - b. Check #21747 to Exxon, \$331.48, for van gas
 - c. Check #21748 to Amazon, \$2,732.05 for library materials

- d. Check #21749 to BXS Insurance, \$5,088.50, for General Liability, Auto, Wind, Property Insurance

The docket was unanimously approved

- B. Job Description Updates – Sarah Crisler-Ruskey presented the Job description for Head of Circulation, Library Clerk, Library Clerk Option 2, and Acquisitions.

A motion was unanimously approved to adopt Job descriptions

- C. Changes to Audit rules for next year – The library received a letter from Shad White, state auditor, stating the change of reporting of PERS liability.

- D. Holidays for 2019 – Sarah Crisler-Ruskey presented the upcoming holiday schedule. She discussed the option of closing at noon for Christmas Eve and New Year’s Eve.

A motion was unanimously approved to close the libraries at noon on Christmas and New Year’s Eve, unless the day is declared a Holiday by the Governor

- E. Policy Updates – A draft mission statement was presented to the board for consideration.

- F. Incidents – The latest incidents from various libraries were shared with the board.

OLD BUSINESS

- A. Fundraising – various activities were discussed.

REVIEW OF BUSINESS FOR NEXT MEETING

- The discussion of guns in libraries has been tabled until next meeting.

The next meeting was set for 12:00 p.m., October 22, 2018, at the West Biloxi Public Library.

Donald Moore, Board Chair