

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

Date: March 20, 2017
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Dave Vincent, Joan Kostmayer, Clare Rhodeman,

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Tim Murr, Board Attorney
Mr. John Heath, Board Accountant
Melissa Bratton, Administrative Assistant (Minutes Taker)

Mr. Donald Moore called the meeting to order. Added "Item C – New Business – Legal Audit Letter" as requested by Tim Murr.

A motion was made, seconded and passed to accept the amended Agenda.

The Minutes of the February 27, 2017 meeting were approved as written.

A motion was made, seconded and passed to approve the minutes.

FINANCIAL REPORT – The February 2017 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$236,000
- Biloxi & Pass Christian payments for current month are received late in the month.
- Additional refunds have been received for the cancelled Brodart/McNaughton Lease Plans.
- Library Materials continue to be under budget.
- Capital Outlay is under budget.
- Utilities are under budget for all locations.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The February Statistics were reviewed. Circulation was down 10.0%. Programs Sponsored by the Libraries was down 12.7%. Programs with Other Sponsors was down 7.5%. Attendance at Programming was down 24.5%. New Cards Issued was down 10.5%. Library Visitors was down 10.3% and Computer Use was down 10.6%. Interlibrary Loan Filled 44 requests. Web Page Hits was down 10.5%.
- B. Celia Barrett Retirement Announcement – Celia Barrett, the Head Librarian for the Gulfport Libraries, has officially notified Mr. Lipscomb of her impending retirement. Effective May 12, 2017, she will end her 42 years of service.

The board recommended that the Gulfport Meeting Room now be named the Celia Barrett Meeting Room.

A motion was made, seconded and passed to name the meeting room.

- C. Gulfport Libraries Manager Position – Mr. Lipscomb recommended that Mike Alexander be promoted to the Gulfport Head Librarian position. Mike’s position of Branch Manager would be replaced as a Librarian Assistant.

A motion was made, seconded and passed to enter discussion of the Head Librarian position.

After the discussion, the position will start at Step 415, 24.02 per hour, approximately \$50,133.12 per year.

- D. Robert Lipscomb Retirement Announcement – Mr. Lipscomb formally notified the Board that he will be retiring in April of 2018. Mr. Lipscomb will update his job description and send a copy, along with the Director’s contract, before the next board meeting.
- E. D’Iberville Library Building Ownership and Maintenance – Tim Murr presented the information he had gathered, but will need to do further research.

NEW BUSINESS

- A. The February 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:

- a. Check #20470 to Newsbank, \$10,656.00, for Sun Herald microfilm/online access.
- b. Check #20482 to Ingram Library Services, \$8,659.21, for library materials.
- c. Check #20494 to South Mississippi Business Machines, \$1,324.10, for copier maintenance.
- d. Check #20526 to Topp McWhorter Harvey, \$1,250.00 for accounting services.

A motion was made, seconded and passed to approve January Accounts Payable Docket.

- B. Approve Celia Barrett’s Replacement

A motion was made, seconded and passed to approve Mike Alexander’s appointment to Head Librarian of the Gulfport Libraries.

- C. Legal Audit Letter – Mr. Murr received a letter from the library system, requesting he present the auditor with any known Pending or Threatened Litigation, Claims, and Assessments. There are none at this time.

The next meeting was set for 12:00 p.m., April 24, 2017, at the Orange Grove Public Library.

Donald Moore, Board Chair