

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

Date: March 22, 2016
Place: Orange Grove Library Board Room
Presiding Officer: Brian Quave, Chair
Members present: Dave Vincent, Clare Rhodeman, Ramona Peresich

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. Brian Quave called the meeting to order. Addition to Agenda, New Business D. Insurance Costs, E. Changing Board Meeting Time.

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

The Minutes of the February 25, 2016, meeting were approved as written.

FINANCIAL REPORT – The February 2016 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$320,000.
- Entities are current on payments.
- Salaries expenditures are on target.
- Materials expenditures are under but that is expected this time of year.
- Automation system maintenance has been paid for the year.
- Headquarters is under because the Audit has not been done yet.
- Gulfport is under budget in library materials and electricity.
- Biloxi is under budget in library materials and electricity. Furniture and equipment has been spent for the year.
- Pass Christian is under budget in library materials and electricity.
- D'Iberville is under budget in electricity and library materials.
- Saucier is under budget generally.

A motion was made, seconded and passed to accept the Financial Statements.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The February Statistics were reviewed. Circulation was up 2.5%. Programs Sponsored by the Libraries was up 44%. Programs with Other Sponsors was up 2.1%. Attendance at Programming was up 38.2%. New Cards Issued was down 13.3%. Library Visitors was up 4.1% and Computer Use was down 1.2%. Interlibrary Loan Filled 49 requests.
- B. Brian Quave's Resignation and Replacement – Mr. Quave will resign before the next meeting. Lucienne Gautier, Head Librarian D'Iberville, is actively looking for potential replacement for the D'Iberville board representative.

- C. MLA Annual Legislative Day – Tuesday, March 8th, Mr. Lipscomb attended the annual event in Jackson, MS. Mr. Lipscomb shared the positive aspects of this event, including the socializing of library staff with legislators.
- D. MLC Director’s Meeting – After the Legislative Day, Mr. Lipscomb attended a Director’s meeting. Among items discussed, was the GASB (Government Accounting Standards Board) effecting how pension liabilities are accounted for. Also discussed were correct procedures for hiring, firing and filing unemployment claims.
- E. New On-Line Procedure for Universal Services Grant – Mr. Lipscomb attended the training session for the on-line procedure for filing the grant.

NEW BUSINESS

- A. The February 2016 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #19699 to Nassaw Lamp, \$13.44, for projector lamp.
 - b. Checks #19701-19703 to staff for mileage.
 - c. Check #19712 to Proquest, \$1,710.00, for Ancestry database.
 - d. Check #19716 to Clarion Ledger, \$1,172.14, for newspaper subscription.
 - e. Check #19574 to Bonds Services, \$1,650, for janitorial services.
 - f. Check #19721 to Topp McWhorter Harvey, PLLC, \$750.00, for W2 preparation.
 - g. Check #19745 to Auto-Graphics, \$27,750.00, for automation system maintenance.
 - h. Check #19746 to Wright National Flood Ins, \$2,142.00, for flood insurance.

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

- B. Discuss Restitution for Vandalism at Orange Grove Library – Tim Murr will send a letter enquiring about possible restitution.
- C. New Chair of Harrison County Library Board – Donald Moore was nominated and unanimously voted for the chair position of the board.
- D. Insurance Costs – Discussed the limited market for the Professional Liability Insurance and the best option for the library.
- E. Changing Library Board Meeting Time – Withheld until next meeting.

BUSINESS FOR NEXT MEETING

- A. Changing Library Board Meeting Time

The next meeting was set for 3:00 p.m., April 26, 2016, at the Orange Grove Public Library.

Donald Moore, Board Chair