

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

Date: July 31, 2017
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Joan Kostmayer, Clare Rhodeman, Dave Vincent

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Tim Murr, Board Attorney
Mike Alexander, Gulfport Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)
Susan Cassagne, MLC Library Director

Mr. Donald Moore called the meeting to order. Agenda modified to allow visitor Susan Cassagne to speak first.

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

The Minutes of the June 19, 2017 meeting were approved as written.

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

FINANCIAL REPORT - The June 2017 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$160,000
- All funding entities are current.
- Internal income is down.
- Salaries are over budget because June is a three pay check month.
- Capital Outlay and Materials are under budget for all locations.
- Utilities continue to be under budget.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The May Statistics were reviewed. Circulation was down 7.3%. Programs Sponsored by the Libraries was down 7.7%. Programs with Other Sponsors was up 12.2%. Attendance at Programming was up 4.2%. New Cards Issued was down 20.7%. Library Visitors was down 7.4% and Computer Use was down 15.6%. Interlibrary Loan Filled 60 requests. WIFI Users was down 3.4%.
- B. Library Director Search – Susan Cassagne, Library Director from the Mississippi Library Commission, presented a “Resource Packet for Public Library Boards of Trustees”. The packet includes sample job descriptions, job ad, interview questions, among other items of use. Ms. Cassagne discussed the benefits of using a consultant and the potential role(s) of the consultant.

Library Board entered into Executive session with Susan Cassagne 12:45 pm to 1:10 pm.

- C. FY2018 Budget – Mr. Lipscomb presented the draft budget for the upcoming year. It includes a 5% funding increase from the funding entities.
- D. Request for Staff Changes at Pass Christian and D’Iberville – Mr. Lipscomb presented two requests for staff changes. Wendy Allard, Pass Christian, requested that Rachel Maloy be promoted to Assistant Head of Circulation with salary increase to \$10.04. Lucienne Gautier, D’Iberville, requested that Missy Lucas be allowed to move from Children’s Librarian to Circulation Clerk. Kelly Thompson will take over as Children’s Librarian with a salary increase to \$10.92. Ms. Gautier also requested that a current clerk position be increased from 32 hours to 40 hours per week. The board approved these changes.
- E. Long Beach Library – Ms. Kini Gonsoulin, City Comptroller for City of Long Beach, approached Mr. Lipscomb about the possibility of the Long Beach Library joining the Harrison County Library System. Previous correspondence and past proposals concerning this matter have been shared with her.
- F. Library Programming – Mr. Lipscomb provided copies of the various library programming schedules to the board.
- G. Air Conditioner Failure at Orange Grove Library – After several days with air conditioner failure, the county repaired the system and it has been functioning properly since.

NEW BUSINESS

- A. The June 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #20725 to State/School Insurance Fund, \$19,819.84, for employee insurance.
 - b. Check #20737 to Bamboula 2000, \$500.00, for SRP programming.
 - c. Check #20742 to Ingram Library Services, \$9,421.83, for library materials.
 - d. Check #20759 to Proquest, \$1,340.00, for Ancestry database.
 - e. Check #20762 to National Liability & Fire Insurance Co, \$6,155.00, for Worker’s Comp Insurance.
 - f. Check #20769 to Scott-Roberts & Associates, \$52.32, for background checks.
 - g. Check #20775 to Library Corporation, \$3,540.00, for cataloging software.
 - h. Check #20777 to Rainbow Printing, \$1,498.00, for library cards.
 - i. Check #20779 to World Book Direct Marketing, \$1,998.00, for library materials.

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

The next meeting was set for 12:00 p.m., August 21, 2017, at the Orange Grove Public Library.

Donald Moore, Board Chair