

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

Date: August 26, 2019
Place: Gulfport Library Meeting Room
Presiding Officer: Dave Vincent, Chair
Members present: Joan Kostmayer, Ethel Clay, Ron Peresich, Jr

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Tim Murr, Board Attorney
John Heath, Board Accountant
Jamie Elston, Gulfport Library Branch Manager
Melissa Schwarz, Minutes Taker
Linda Beasley, member of the public

Board Chair Dave Vincent called the meeting to order at 10:30 am.

The agenda was amended to remove IV. Acknowledge Appointment and V. Patron Comment. Add New Business: H. Surplus Property, I. Staff Training Day. Approved.

The Minutes of the June 24, 2019 meeting was approved as written.

The minutes were unanimously approved

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

- Cash balance is \$230,000
- All funding entities are up to date
- Expenditures are in budget
- All locations under in Library Materials and Utilities
- Universal Services is paid ahead
- Internal Income continues to be down

The Financials were approved

DIRECTOR'S REPORT

- Statistics Highlights – The June statistics: Circulation was down 9.5%. Programs Sponsored by the Libraries was down 10.4%. Programs with Other Sponsors was up 19.9%. Attendance at Programming was up 1.9%. New Cards Issued were down 12.5%. Library Visitors were down 9.8% and Computer Use was down 10.6%.
- Updated the latest news from the Director's Meeting –
 - The Personnel grant funding formula will not be changing
 - MAGNOLIA may request assistance with funding
 - LearningExpress has been reinstated
- Worked with Howard Technology about the cabling at several locations.

- Expecting to have the new ISP in place by September
- Reviewed recent budget hearings
- Reviewed BP application
- Updated on the latest staff changes, new Children’s Librarian at West Biloxi, Promotions at Biloxi, new IT Tech
- Discussed the recent LSTA grants for a Mobile Laptop Lab and for Staff Development
- Access to Justice has donated a computer for legal resources
- Discussed the need for a Mini-Split Cooling Unit needed at the Gulfport Public Library. Installation will require building modifications.

NEW BUSINESS

- A. The July 2019 Accounts Payable Docket was reviewed:
- a. Check #22415 to State and School Insurance Fund, \$20,404.22, for health and life insurance
 - b. Check #22431 to Ingram, \$10,366.89, for library materials
 - c. Check #22433 to Swetman Security Service, \$1,500.00, for security
 - d. Check #22439 to Roberson Security, \$600.00, for fire alarm monitoring
 - e. Check #22441 to Midwest Tape, \$2,992.98, for Hoopla
 - f. Check #22449 to AT&T, \$8,313.60, for internet service
 - g. Check #22456 to Robert J. Young Company, \$1,978.80, for printer and copier service
 - h. Check #22462 to Coastal Communications, \$1,319.86, for phone system maintenance
 - i. Check #22469 to Mississippi Power, \$14,510.57 for electricity
 - j. Check #22474 to CDWg, \$5,503.16, for computers
 - k. Check #22485 to Walmart, \$1,137.66, for miscellaneous

The docket was unanimously approved

- B. Public Hearing regarding Internet Safety Policy – A public hearing to discuss the Internet Safety Policy/CIPA Requirement was on the agend. Sarah Crisler-Ruskey briefed the board and the public on the requirements of The Children’s Internet Protection Act (CIPA). The library is required to adopt and enforce an Internet Safety Policy that includes technology protection measures that protects against access by adults and minors to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). HCLS followed standard procedure for posting the hearing. The notice was posted at all library locations 8/19/2019 thru 8/26/2019 on the library web site 8/19/2019 thru 8/26/2019. Members of the public were given an opportunity to make comments and ask questions. A public member made a statement in support of the policy. There were no objections or concerns regarding the policy.

The board reviewed the Internet Safety Policy adopted 10/27/2015 and determined no changes were needed.

- C. Job description approval – Sarah Crisler-Ruskey presented the job description for the Children’s Librarian part-time position at Woolmarket.

The description was unanimously approved

- D. Policy revision – A policy change for Materials Checkout and Renewal was presented. The change would increase the checkout limit of DVDs to 6 per card, lower the fine to .50 per day and begin

using the auto-renewal feature of the automation system. Another request to change the Maximum Fine for cards to \$20. This does not change the fees and limits for lost items.

The policy was unanimously approved

- E. Biloxi Budget – The library portion of the budget hearings was discussed. A follow-up letter will be sent to each of the council members reiterating the needs of the Biloxi libraries.
- F. Permission for DI to close to shift shelves – The Head Librarian, Lucienne Gautier, requested permission to close for up to 2 days to move and shift furniture. Date to be determined.

Closing was unanimously approved

- G. Incidents – No new incidents.
- H. Surplus Property – A list of recent equipment surplus was presented for Board approval.

The list was unanimously approved for surplus.

- I. Staff Training Day – Sarah Crisler-Ruskey requested that the libraries close 10/14/2019 for an In-Service Training Day.

Closing was unanimously approved

REVIEW OF BUSINESS FOR NEXT MEETING:

The next meeting was set for 12:00 p.m., September 23, 2019, at the Orange Grove Public Library.

Dave Vincent, Board Chair