

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

Date: October 28, 2014  
Place: Orange Grove Library Boardroom  
Presiding Officer: Brian Quave, Chair  
Members present: Donald Moore, Dave Vincent, Clare Rhodeman  
Members absent: Ramona Peresich

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director  
Susan Storrs, Administrative Assistant (minutes taker)  
Tim Murr, Board Attorney  
John Heath, Board Accountant

Mr. Quave called the meeting to order. Item B. – Amend the Budget to include purchase of Freeding; Item C. – Close early on New Year’s Eve; and Item D. – approve a Minimum Starting Pay Scale were added to New Business. The Agenda was adopted as amended. The Minutes of the September 30, 2014, meeting were approved as written.

FINANCIAL REPORT – Mr. John Heath reviewed the Year-End September Financial Statements.

- The Library System ended the year in a good cash position with a balance of \$540,196 in the general account.
- Local funding agencies all ended the year on budget. Universal Service was under budget because we were not switched to fiber optics as soon as we had planned for in the budget. State Health & Life Insurance appears to be over budget but is not as we are reimbursed for whatever amount we paid out in premiums.
- Salaries & Benefits were under budget for the year primarily due to positions being unfilled during the transition period between the termination of an employee and the hire of a new employee.
- Maintenance & Operations were under budget. The line item contributing most to the under budget status was Telecommunications because fiber optics were implemented later than expected and budgeted.
- Capital Outlay and Library Materials appear over budget due to the FEMA expenditures.
- Headquarters ended the year slightly over budget because of the State Health & Life Insurance as explained previously. Under budget line items included Technical Processing Supplies, Vehicle Maintenance, and Accounting & Audit.
- Gulfport is under budget when the FEMA expenditures are factored out. The major under budget line items are Salaries, Library Materials (not FEMA related) and Electricity.
- Biloxi ended the year under budget. The largest under budget line items were Salaries and Telecommunications/Frame Relay.
- Pass Christian appears over budget because of the Sundial Project which was not included in the budget; however, it was 100% paid by a Grant from the Mississippi Arts Commission.

- D'Iberville ended the year under budget with most under budget spending in Salaries, Library Materials and Telecommunication.
- Saucier also ended the year under budget, primarily in Telecommunications cost as it was one of the last libraries to have fiber optics installed.

***A motion was made, seconded and passed to accept the September Year-End Financial Report.***

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – Both the September Statistics and the Year-End Statistics were given to the Board; however, only the Year-End Statistics were reviewed. Circulation was up 12.3%, Programs Sponsored by the Libraries was up 14.2%, Programs with Other Sponsors was up 48.4%, Attendance at Programming was up 13%, New Cards Issued was down 1.3%, Library Visitors was up 9.8%, Computer Use was up 16.8%, ILL Activity was up 22.7% and Outreach was down 16%.
- B. We are still waiting for the fiber optic installation at the new Saucier Library building. Everything else is move-in ready. Library operations will continue at the old building until we have fiber optic service at the new one.
- C. The FY15 Grant for Resource Sharing (Interlibrary Loans with libraries outside HCLS) will be \$1,184.62. This helps with the postage costs associated with loaning and borrowing library materials.
- D. The Mississippi Library Association Annual Meeting was held in Vicksburg October 14<sup>th</sup> through the 17<sup>th</sup>. Because of budget considerations, the only employee participating from our library system was Diane McGee who attended a seminar on new ILL procedures.

NEW BUSINESS

- A. The September 2014 Accounts Payable Docket was reviewed with the following items noted by Mr. Heath.
  - Check #18480 to BancorpSouth Insurance Services, \$8,743.38, for the second of three installments to pay for contents insurance.
  - Check #18483 to Robert Lipscomb, \$728.34, payment for six months of travel expense including several trips to Jackson for Directors' meetings. Some of the Jackson travel was reimbursed by MLC.
  - Check #18486 to AT & T, \$16,048.85, for telephone service at several libraries plus Systemwide fiber optics.
  - Check #18492 to Wright National Flood Insurance, \$674.00, for FEMA required annual flood insurance at Pass Christian.
  - Check #18503 to Mississippi Power Company, \$19,503.62, for electricity at all libraries except Woolmarket and Margaret Sherry.
  - Check #18518 to AT & T, \$1,339.50, for remaining telephone bills.

- Check #18521 to Coastal Communications, \$1,619.85, for semi-annual telephone system maintenance at several locations.
- Check #18538 and #18539 to Baker & Taylor, \$7,996.32 and \$2,133.13, for library materials.
- Check #18541 to Brodart, \$11,034.77, for annual lease book plans at several libraries.

***A motion was made, seconded and passed to approve the September 2014 Accounts Payable Docket.***

- B. Amend FY15 Budget - Ms. Longino, Head Librarian at Biloxi, spoke for all the Library Managers asking the Board to amend the FY15 budget by adding \$7,000 for the purchase of the Freading database. The purchase was approved at the September meeting but no provision was made for paying other than taking the funds out of the Library Materials Budget. Since the cash balance was sufficient at year-end, her request was that the budget be amended so this could be paid from the Software & Database line item, leaving the library materials budget for purchase of traditional physical materials (books, audio books, DVD's).

***A motion was made, seconded and approved to amend the FY15 budget by adding \$7,000 to the Software & Database line item expense for the cost of Freading and adding \$7,000 to the "Cash Brought Forward" on the Revenue side.***

- C. Approve Closing Early on New Year's Eve - The Board was informed of the Thanksgiving, Christmas and New Year's Holidays as declared by the Governor. All declarations were covered by the HCLS Holiday Policy and did not need Board approval. However, since New Year's Eve was not included as a holiday, Ms. Longino requested the Board approve a 1:00 p.m. closing of all libraries in order for employees to leave for home before the onset of any un-safe traffic conditions. Employees working on December 31 and leaving work due to the 1:00 p.m. closing will receive Administrative Leave hours for the afternoon in order to maintain their usual hours per week.

***A motion was made, seconded and passed to approve the 1:00 p.m. closing of libraries on New Year's Eve and use of Administrative Leave.***

- D. Approve Minimum Hourly Pay Schedule - The Board was presented with a schedule of minimum starting hourly pay for each job classification used by HCLS. The purpose of the schedule is to give hiring managers an amount to offer new hires for each class. With permission from the Director, Library Managers may increase this amount somewhat for an especially qualified prospect. (See Schedule in Exhibits.)

***A motion was made, seconded and passed to approve the FY15 Minimum Hourly Pay per Classification Schedule.***

The next Board meeting will be on November 18, 2014 in the Orange Grove Library Boardroom at 3:00 p.m. There was no further business and the meeting adjourned.

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Brian Quave, Chair