

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

Date: September 26, 2016
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Dave Vincent, Joan Kostmayer

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

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

The Minutes of the August 22, 2016, meeting were approved as written.

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

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

- Cash position is \$265,000.
- Recommended moving of the Solinet Grant monies.
- D'Iberville is behind in payment. Payment is on the D'Iberville October Docket.
- Universal Services is delayed, due to changes in reimbursement process.
- State Personnel grant received in September.
- Salaries and Benefits are under for the year.
- Utilities continue to be under budget for all locations.
- Gulfport is over in Circulation Supplies and Janitorial Service. Janitorial Service budget to be reviewed.
- Biloxi is under in Salaries.
- Pass Christian is over in Security Alarms, due to maintenance needed.
- Saucier has an Unemployment Expense to be reviewed.

A motion was made, seconded and passed to accept the Financials Statements pending review of Gulfport Janitorial Service and Saucier Unemployment Expense.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The August Statistics were reviewed. Circulation was up 3.4%. Programs Sponsored by the Libraries was down 15.9%. Programs with Other Sponsors was up 11.6%. Attendance at Programming was down 23.6%. New Cards Issued was down 3.4%. Library Visitors was down 5.3% and Computer Use was down 2.4%. Interlibrary Loan Filled 78 requests. WIFI Users was up 5.4%. Freeding Downloads was down 14%.

- B. FY 2017 Budget – All funding commitments are in except for Biloxi. The City of Gulfport is giving an additional \$15,000. Mr. Lipscomb was unable to arrange a meeting with Gulfport City Administrator Dr. Kelly. Mr. Lipscomb and Celia Barrett did attend a budget workshop for the City of Gulfport. Pass Christian will be increasing \$10,000. D’Iberville will be giving an additional \$12,000 more. The Harrison County Board of Supervisors will not be increasing the county’s contribution

The Board requested Mr. Lipscomb investigate BP grants.

- C. Legal Requirements for Employee Lunch Breaks - Tim Murr will present the results of his research.
- D. Substitution of Columbus Day for Confederate Memorial Day Holiday – Tim Murr will report.

NEW BUSINESS

- A. The August 2016 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #20064 to Turan Foley, \$1,061.22, for Van tires.
 - b. Check #20079 to Bond Services, \$2,125.00, for janitorial services.
 - c. Check #20092 to Ebsco Information Services, \$3,410.94, for library materials/periodicals.
 - d. Check #20095 to Brodart, \$2,763.60, for lease materials.
 - e. Check #20098 to Wallace’s Carpet Care, \$1,110.00, for carpet cleaning at West Biloxi.
 - f. Check #20100 to Terry Vandeventer, \$400.00, for summer reading program.

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

- B. Laws Concerning Mandatory ½ Hour Lunch Break – FLSA nor state of Mississippi require.
- C. Confederate Memorial Day Holiday – The library system cannot swap a second holiday for this holiday. Mississippi Law states that there is only one substitution allowed. The system already substitutes for Mardi Gras.

The next meeting was set for 12:00 p.m., October 24, 2016, at the Orange Grove Public Library.

Donald Moore, Board Chair