

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

Date: February 25, 2019  
Place: Orange Grove Library Board Room  
Presiding Officer: Donald Moore, Chair  
Members present: Ramona Peresich, Joan Kostmayer

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director  
Tim Murr, Board Attorney  
John Heath, Board Accountant  
Mike Alexander, Gulfport Head Librarian  
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Board Chair Donald Moore called the meeting to order at noon.

*The agenda was approved*

The Minutes of the January 14, 2019, meeting were approved as written.

*The minutes were unanimously approved*

FINANCIAL REPORT - The December 2018 Financial Statements were reviewed by Mr. Heath.

- Funding Sources were up to date
- Furniture and Equipment reflects donations from Coins for Computers

The January 2019 Financial Statements were reviewed by Mr. Heath.

- Cash balance is \$225,000
- Gulfport and D'Iberville are behind due to beginning of Quarter Invoicing
- Headquarters – over in Salaries due to three-check month (other locations remained under due to vacancies)
- Gulfport – Under in library materials and utilities
- Biloxi – Under in library materials
- Pass Christian, D'Iberville and Saucier under budget
- Hoopla and Coins for Computers transactions to be reclassified.

### DIRECTOR'S REPORT

- Statistics Highlights – The January Statistics were reviewed. Circulation was down 8.2%. Programs Sponsored by the Libraries was up 5.4%. Programs with Other Sponsors was up 36%. Attendance at Programming was up 3.0%. New Cards Issued were down 8.9%. Library Visitors were up 4.6% and Computer Use was down 2.0%. Hoopla usage was up 39.7%.
- Discussed the meeting with vendors for Category 2 RFP.
- Attended ALA in Seattle as MLA President.

- Discussed Advocacy efforts with the state legislature.
- Shared the latest staff changes – Mary Cooper hired as Children’s Librarian at WB; Kyle Turner hired PT at DI
- Discussed ongoing problems/issues with RJ Young
- Updated on the latest project details for the fundraiser. Requested permission to set a budget for the amount to use for music. *The Board agreed to \$750 for music.* A raffle was suggested for basket with 3-5 books.

OLD BUSINESS

- A. Job description updates – Job descriptions for the positions of Cataloging Clerk and Adult/Youth Services.

*A motion was unanimously approved to adopt Job descriptions*

- B. Policies – Purchasing policy updated to reflect current law.

*A motion was unanimously approved to amend policy*

NEW BUSINESS

- A. The January 2019 Accounts Payable Docket was reviewed:

- a. Check #22020 to State/School Insurance Fund, \$19,146.00, for employee insurance
- b. Check #22024 to Dr. Ishrat S Syed, \$50.00, for library materials
- c. Check #22038 to Ingram, \$8,279.83, for library materials
- d. Check #22073 to Audubon Aquarium, \$100.00, for summer program

*The docket was unanimously approved*

- B. Incidents – Sarah Crisler-Ruskey updated the board on recent incidents at locations.

- C. Disaster Plan: Hurricane Procedures – Sarah Crisler-Ruskey presented the working draft.

- D. Personnel Matter.

*Board entered into Executive Session to discuss Personnel Matter 1:12 pm to 1:54pm. No action was taken.*

REVIEW OF BUSINESS FOR NEXT MEETING

- Review Disaster Plan – Hurricane Procedures.

The next meeting was set for 12:00 p.m., March 25, 2019, at the Orange Grove Public Library.

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Donald Moore, Board Chair