

HARRISON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

Date: August 27, 2018
Place: Orange Grove Library Meeting Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Dave Vincent, 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 July 30, 2018, meeting were approved as written.

The minutes were unanimously approved

PATRON APPEAL – A banned patron requested a hearing regarding his three-month ban. The board voted unanimously to uphold the ban.

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

- Cash position is \$137,000
- Gulfport's quarterly payment will be reflected in August
- Internal income is under for the year
- Another payment is expected for Universal Services
- Capital Outlay is under budget due to donations
- Biloxi under budget in Salaries and Materials
- All locations under budget in Utilities

DIRECTOR'S REPORT

- Ms. Crisler-Ruskey gave a brief overview of her recent activities.
 - There are several options for the logo in the works.
 - Two staff members applied for Librarianship 101. One will be attending.
 - E Suarez, Biloxi Genealogy Staff, is working on a Humanities Council grant to digitize a recent large donation of negatives from a Biloxi photographer
 - A company was called in to clean the Genealogy Archive room and contents due to mold.
- A. Statistics– The July statistics were reviewed. Circulation was down 5.3%. Programs sponsored by the Libraries were up 11.1%. Programs with other sponsors were up 15.6%. Attendance at

programming was up 6.3%. New Cards were up 1.4%. Library visitors increased 6.4% and computer use was down 2%.

- B. Budget– Ms. Crisler-Ruskey reviewed updates to the budget and budget hearings held thus far.

NEW BUSINESS

- A. The July 2018 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:

- a. Check #21607 to All Signs, \$2,453.92 for signage at Pass Christian
- b. Check #21622 to Swetman Security, \$1,560.00, for security services
- c. Check #21630 to Roberson Security, \$600.00 for fire monitoring
- d. Check #21674 to Ingram Library Services, \$6,411.43, for library materials
- e. Check #21675 to Scholastic Library Publishing, \$1,860.00, for library materials

- B. Newman Account – A BancorpSouth representative reviewed the current standing of the account.

- C. Fundraising – Options of potential fundraising events were discussed.

- D. Job Description Updates – Sarah Crisler-Ruskey presented the Job description for Children’s Librarian.

The job description was unanimously approved

- E. Policy Updates – Sarah Crisler-Ruskey presented the Compensatory Time policy.

The Compensatory Time policy was unanimously approved with the change to correct the work week days.

- F. Hiring Letter – The Director read a letter offering employment to Kelsey Jones for the Children’s Librarian position at the West Biloxi Library.

- G. Incidents – The latest incidents from various libraries were shared with the board. Official letters were sent to banned patrons. Outside cameras were installed at the Orange Grove Library.

REVIEW OF BUSINESS FOR NEXT MEETING

- The discussion of guns in libraries has been delayed until next meeting. Mr. Murr is waiting on a reply from County.

The next meeting was set for 12:00 p.m., September 24, 2018, at the Biloxi Public Library.

Donald Moore, Board Chair