

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

Date: June 28, 2016  
Place: Orange Grove Library Board Room  
Presiding Officer: Donald Moore, Chair  
Members present: Dave Vincent, Ramona Peresich, 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. Motion was made to amend the agenda, adding the visit of BanCorpSouth to New Business. Agenda was amended.

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

The Minutes of the May 24, 2016, meeting were approved as written.

*A motion was made to ratify and approve all of the prior actions of the board from the May 24<sup>th</sup>, 2016, meeting, as there was an insufficient quorum. Seconded and passed.*

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

- Cash position is \$359,000.
- Recommended reclassification of the Solinet Grant Account and Gulfport Restricted Account at the end of the fiscal year. To be reviewed in the October 2016 meeting.
- Entities are current on payments.
- Under budget in library materials and electricity at all locations.
- Headquarters is under in Audit and Capital Outlay.
- Salaries are expected to go over budget with the 3<sup>rd</sup> paycheck in June.

*A motion was made, seconded and passed to accept the Financial Statements.*

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The May Statistics were reviewed. Circulation was up 2.8%. Programs Sponsored by the Libraries was up 12.9%. Programs with Other Sponsors was up 4.0%. Attendance at Programming was up 31%. New Cards Issued was down 19.6%. Library Visitors was down 2.8% and Computer Use was down 5.7%. Interlibrary Loan Filled 54 requests. WIFI Users was up 19.9%. Freeding Downloads was up 36.9%.
- B. New Board Member – Mrs. Joan Kostmayer has been appointed by the Harrison County Board of Supervisors to fill the vacant seat for D'Iberville.
- C. FY 2017 Draft Budget – A copy of the draft budget was presented to the board members. This budget is at the pre-Katrina 2004 levels of funding from funding entities. The estimated reserve

monies to be brought forward is \$50,000. The budget will be sent to the funding entities with a letter outlining generalized measures that may need to be taken if the budget is not met.

- D. Resignation of Delivery Van Driver – Matthew Steidle has resigned. He is moving out of state to join his family. A new driver has been hired and will be starting July 5, 2016.
- E. Promotion of Gulfport Library Manager for receiving Master’s Degree – Mrs. Sasha Mangipano has received her MLIS from the University of South Mississippi. Mr. Lipscomb requested that she be given a raise, increasing her pay to step 323 (\$31,682 per year).

*A motion was made, seconded and passed.*

- F. Susan Storrs – Mr. Lipscomb shared the latest news on Susan and her family.

#### NEW BUSINESS

- A. The May 2016 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
  - a. Check #19877 to Bonds Services, \$2,125.00, for janitorial services.
  - b. Check #19898 to Wright National Flood Ins, \$4,815.00, for flood insurance.
  - c. Check #19902 to Baker & Taylor, \$8,475.27, for library materials.
  - d. Check #19909 to AT&T, \$12,986.00, for phone and internet.

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

- B. BanCorpSouth Bank Visit - A representative of BanCorpSouth reviewed the past 6 months of the Nell Newman Fund since its move to the bank. There has been some growth. Another review will be presented in 6 months.
- C. New Board Meeting Time – It was agreed to reschedule the board meetings to the 4<sup>th</sup> Monday of each month at 12:00 p.m.

*A motion was made, seconded and passed to accept the new meeting schedule.*

The next meeting was set for 12:00 p.m., July 25, 2016, at the Orange Grove Public Library.

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Donald Moore, Board Chair