

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

Date: April 24, 2017
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Vice Chair, Joan Kostmayer, Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Tim Murr, Board Attorney
Mr. John Heath, Board Accountant
Melissa Schwarz, 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 March 20, 2017 meeting were approved as written.

A motion was made, seconded and passed to approve the minutes.

FINANCIAL REPORT – The March 2017 Financial Statements were incomplete. Only a partial report was available. The complete statements will be reviewed at the May meeting.

- Funding entities are up to date in payments.
- \$54,000 for the personnel grant has been received.
- Universal Services grant of \$55,000 has been received.
- Internal income is up.

DIRECTOR'S REPORT (by Mr. Lipscomb)

A. Statistics Highlights – The March Statistics were reviewed. Circulation was down 2.9%. Programs Sponsored by the Libraries was down 3.9%. Programs with Other Sponsors was down 2.6%. Attendance at Programming was up 41.1%. New Cards Issued was down 0.8%. Library Visitors was down 4.2% and Computer Use was down 8.2%. Interlibrary Loan Filled 67 requests. WIFI Users was up 7.8%. Ancestry.com visitors was up 12.1%. Tumblebooks was down 46.0% and Tumblebooks Junior was down 8.0%.

B. Director's Job Description and Contract – Mr. Lipscomb provided a copy of his current employment contract and job description to each of the board members.

Executive Session was called.

C. MLC Budget Cuts – The Mississippi Library Commission has made changes to their FY 2018 budget. The database Learning Express will not be continued in the next year. The state personnel grant will drop next fiscal year from \$249,000 to \$203,000.

- D. FY 2016 Annual Audit – A copy of the audit was provided. There were no major problems except a finding that some of the Nell Newman Investment Funds were not in compliance with the types of investments allowed under Mississippi code Section 19-9-29. Mr. Heath will review the finding and investigate the investments.
- E. Gulfport Library Patron Problems – Due to an increasing number of patron disturbances, the Gulfport Police Department have been requested to do a walk-through of the library at least once a day.
- F. Sewer Leak at Margaret Sherry Library – A sewer leak was handled by the City of Biloxi, with the library only needing to be closed a few hours.

NEW BUSINESS

- A. The March 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #20529 to Auto-Graphics, \$27,750.00, for the automation system.
 - b. Check #20543 to Turan Foley Motors, \$496.50, for van repair.
 - c. Check #20552 to Ingram Library Services, \$11,388.60, for library materials.
 - d. Check #20563 to World Book, Inc., \$999.00 for library materials.
 - e. Check #20590 to Mississippi Library Association, \$343.00 for staff dues.

A motion was made, seconded and passed to approve March Accounts Payable Docket.

The next meeting was set for 12:00 p.m., May 22, 2017, at the Orange Grove Public Library.

Donald Moore, Board Chair