

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

Date: March 25, 2019
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Joan Kostmayer, Dave Vincent, Ethel Clay

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 modified to add New Business D. New Board Chair and remove B. Job description update

The agenda was approved with modifications

The Minutes of the February 25, 2019, meeting were approved as written.

The minutes were unanimously approved

Sarah Crisler-Ruskey read the official letter from the Harrison County Supervisors appointing Mrs. Ethel Clay to the Harrison County Library System Board of Trustees representing the city of Biloxi.

FINANCIAL REPORT - The February 2019 Financial Statements were reviewed by Mr. Heath.

- Cash balance is \$326,000
- Internal income is down
- Maintenance & Operations is under for the year
- Database, Electricity, and Automation System is under for entities
- Biloxi – Under in library materials, insurances are over due to bill timing
- D'Iberville is over in security due to equipment maintenance
- Coins for Computers transactions to be reclassified.

DIRECTOR'S REPORT

- Statistics Highlights – The February statistics were reviewed. Circulation was down 4.5%. Circulation at the new Woolmarket location is up 48.1%. Programs Sponsored by the Libraries was down 18%. Programs with Other Sponsors was up 33.8%. Attendance at Programming was down 3.4%. New Cards Issued were down 1.1%. Library Visitors were up 1.6% and Computer Use was down 11.7%. Hoopla usage was up 33.1%.

- Discussed the current standings of server, infrastructure and computer upgrades. Gave brief review of the technology bids.
- Discussed statewide advocacy efforts targeted at Mississippi legislature
- Discussed the MLC discussions of changing the Personnel Incentive Grant funding
- Updated on the latest project details for the fundraiser. Tickets are ready to be printed and will be delivered.

NEW BUSINESS

- A. The February 2019 Accounts Payable Docket was reviewed:
- a. Check #22082 to Southern Hospitality Supply, \$911.62, for office supplies
 - b. Check #22083 to Bonds Services, \$2,375.00, for janitorial services
 - c. Check #22100 to Swetman Security Service, \$1,500.00, for security services
 - d. Check #22102 to Ingram, \$8,547.37, for library materials
 - e. Check #22111 to TMH, \$750.00, for W2s
 - f. Check #22113 to Midwest Tape, \$3,050.32, for Hoopla
 - g. Check #22140 to Walmart, \$1,844.23, for library materials and supplies
 - h. Check #22141 to Walmart, \$1,274.54, for library materials and supplies

The docket was unanimously approved

- B. Job description update – removed.
- C. Policy updates – The Holiday policy was updated to modify proration of holiday leave to under 40 hour per week employees (but over 20 hours per week).

The policy update was unanimously approved

- D. Board Chair – Donald Moore informed the Board via email and the Supervisors via letter that he would be resigning effective March 25. Dave Vincent was nominated as new board chair.

The nomination was seconded and approved

REVIEW OF BUSINESS FOR NEXT MEETING

The next meeting was set for 12:00 p.m., April 22, 2019, at the Jerry Lawrence Memorial Public Library in D'Iberville, MS.

Dave Vincent, Board Chair