

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

Date: October 27, 2015  
Place: Orange Grove Library Public Meeting Room  
Presiding Officer: Brian Quave, Chair  
Members present: Dave Vincent, Donald Moore, Ramona Peresich, 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  
Celia Barrett, Gulfport Librarian  
Melissa Bratton, IT Administrator (Minutes Taker)

Mr. Brian Quave called the meeting to order. No amendments to the Agenda. The Minutes of the September 24, 2015, meeting were approved as written.

FINANCIAL REPORT – The September 2015 Financial Statements were reviewed by Mr. Heath.

- Cash position is still good at \$384,000. To be carried forward.
- Trust Account balance at approximately \$272,000.
  
- **Budget year end review.**
- Income was paid as expected. Internal income was on target. Variances are low.
- Page 5 - Overages of \$2,300 in Database & Software
- Page 6 – Furniture & Equipment not budgeted for. \$7,000
- Page 7 – Utilities \$20,000 over budget for Gulfport
- Biloxi – Salaries were under budget \$18,500
- Pass Christian – Under in salaries \$3,700
- D’Iberville – Under in salaries \$4,000; over in electricity by \$2,500
- Saucier – Only overspent by \$500; Cost for year of operation is \$54,000

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

DIRECTOR’S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The Fiscal Year Statistics were reviewed. Circulation was down 4.1%. Programs Sponsored by the Libraries was up 7.7%. Programs with Other Sponsors was down 0.1%. Attendance at Programming was up 1.8%. New Cards Issued was down 1.1%. Library Visitors was up 2.1% and Computer Use was up 4.3%. 709 Interlibrary loan requests were filled. Statistics for HCLS Digital Services included Webpage hits up 20.4%; Ancestry.com up 64.8%; Learn-A-Test up 15.4%; No change increase for WIFI Users and Freeding because statistics were not available in FY2014; Tumblebooks down due to change of requiring library card login.

- B. FY2016 Budget – Mr. Lipscomb presented the final revision of the FY2016 budget. There will be no increase in funding from Biloxi. The other funding sources will only be giving a modestly increased amount of funds. Due to this, the previously authorized staff raise was rescinded by Mr. Lipscomb. This budget leaves a final capital reserve balance of \$87,130.
- C. Mississippi Power Refund - We will be receiving \$81,460 from the Kemper Refund. Mississippi Power will start processing checks 11/9/2015.
- D. Future Funding Strategy – Mr. Lipscomb proposed that early in the funding year, the system approach the local funding agencies with a basic outline of the steps we will need to take if they do not at least restore our funding to pre-Katrina levels. Recommended that this be done by February 2016.

Mr. Lipscomb recommended the extension of hours for the Gulfport and Orange Grove library locations. This is an effort to meet the request of the Harrison County Administrator, Pam Ulrich. There was no board opposition.

*A motion was made, seconded and passed to accept this budget. Comment was made by Ramona Peresich that she was not happy with rescinding the raise.*

*Note requested: Because there are insufficient funds, we are unable to fund the raise.*

- E. Retiring and Leaving Staff Members - Herbert Caliste will be leaving at the end of October. He has been an excellent employee since 1988, currently working at the Margaret Sherry Branch. The Orange Grove library will be losing Gwendolyn Hall because of illness. She has been an employee since 1998.
- F. Disruptive Patrons – Over the past month, the Gulfport Library had to deal with two disruptive patrons. One was exposing himself to other patrons on the second floor. When discovered, the police were called. Another patron would come in and stare at the staff working the desk. He was observed taking pictures of the staff as they left. The police were notified and they assured us they would look into it.
- G. Air Conditioner Breakdown at Orange Grove Library – The outside transformer had blown up and fried all of the A/C control panels. During the week of repair, the County loaned portable floor units to control the inside temperature. This was done at no cost to the system.
- H. Internet Safety Policy – Notice was placed in Sun Herald.

#### NEW BUSINESS

- A. The September 2015 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:

- a. Check #19373 to Baker & Taylor, \$6,436.26, for library materials.
- b. Check #19376 to AT&T, \$12,847.57, for phone and internet.
- c. Check #19377 to Mississippi Power, \$19,680.87, for electricity.
- d. Check #19390, \$1,068.20, and Check #19391, \$2,238.18 to Wal-Mart for various supplies.
- e. Check #19392, \$3,051.52, and Check #19399, \$1,946.84 to Gulf Coast Business Supplies for office supplies.
- f. Check #19422 to Azuradisc, \$1,060.60, for disc cleaner.
- g. Check #19423 to Baker & Taylor, \$9,955.97, for library materials.
- h. Check #19426 to CDWg, \$2,075.51, for system color laser printer.
- i. Check #19440 to TEI Landmark, \$2,035.00, for library materials.
- j. Check #19443 to Midwest Tape, \$5,213.98, for library materials.

***A motion was made, seconded and passed to approve the September 2015 Accounts Payable Docket.***

- B. Nell Newman Fund Final Recommendation- As requested, Mr. Heath reviewed the proposals sent by Hancock Bank, BanCorp South, and People's Bank. They were all comparable and recommended that the board choose the one they were the most comfortable with. BanCorp South was Chosen.

*Ramona Peresich left the meeting at 4:15 pm.*

***A motion was made, seconded and passed to select BanCorp South to handle the Nell Newman Fund.***

The Board requested Mr. Lipscomb send thank you letters to each entity for their presentation and notify them of the board's decision.

- C. Internet Safety Policy Adoption – Meeting was open to the public. Notice was placed in the Sun Herald.

***A motion was made, seconded and passed to adopt the Internet Safety Policy.***

The next meeting was set for 3:00 p.m., December 1, 2015, at the Orange Grove Public Library.

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Brian Quave, Board Chair