

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

Date: April 22, 2019
Place: D'Iberville Meeting Room
Presiding Officer: Dave Vincent, Chair
Members present: Ramona Peresich, Joan Kostmayer, 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
Lucienne Gautier, D'Iberville Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Board Chair Dave Vincent called the meeting to order at noon.

The agenda was approved

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

The minutes were unanimously approved

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

- Cash balance is \$253,000
- All funding entities are up-to-date
- State Personnel grant is ahead of budget
- Universal Services had been rejected and has been resubmitted
- Automation System Maintenance has been paid for the year
- Gulfport & Biloxi are under in Salaries with open positions
- Gulfport, Biloxi, D'Iberville – Library Materials and Utilities are under budget

The Financials were approved

DIRECTOR'S REPORT

- Statistics Highlights – The March statistics: Circulation was down 10.3%. Programs Sponsored by the Libraries were down 10.2%. Programs with Other Sponsors were down 3.8%. Attendance at Programming was down 16%. New Cards Issued were down 19.6%. Library Visitors were down 11.6% and Computer Use was down 20.1%.
- Discussed the latest updates with the library fundraiser.
 - Ticket sales are low.
 - The raffle is a success. The raffle is \$1 entry for one of the following: \$100 Book Certificate, \$50 Book Certificate, 3 book baskets.
 - Staff member Geoff Conwill is donating two art pieces for a silent auction during the fundraiser.

- We have received many donations to help with the event. Including: \$500 from County Supervisors, \$500 from RJ Young, Various supplies from Southern Hospitality Supply and Gulf Coast Business Supply, Security from Constable James Morgan, among others
- Discussed working with Supervisors regarding possible additional funds for the computer project
- Discussed planning and infrastructure replacement schedule
- Shared results of the meeting with Rodger Wilder of the Knight Foundation

NEW BUSINESS

- A. The March 2019 Accounts Payable Docket was reviewed:
- a. Check #22151 to Auto-Graphics, \$27,750.00, for automation system
 - b. Check #22156 to Scott-Roberts, \$252.20, for background checks
 - c. Check #22158 to Sundaram, LLC, \$975.00, for logo
 - d. Check #22161 to R J Discount Books, \$649.00, for library materials
 - e. Check #22171 to Swetman Security, \$1,380.00, for Gulfport security guard
 - f. Check #22172 to Midwest Tape, \$2,953.87, for Hoopla
 - g. Check #22179 to Claudia Baumgarten, \$600.00, for library programming
 - h. Check #22185 to R J Discount Books, \$803.00, for library materials

The docket was unanimously approved

- B. Approve using the State EPL to obtain quotes for computers - By recommendation of the Mississippi Library Commission, the board was asked to approve the purchase of equipment through the State EPL (Express Product List).

The board approved using the State EPL

- 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). These employees will earn pro-rated hours.

The policy update was unanimously approved

Disposal of Surplus Personal Property Policy – Sarah Crisler-Ruskey presented a policy to clarify procedure and policy of the surplus process.

The policy was unanimously approved

- D. Surplus Property – A list of recently replaced copiers were presented to the Board for surplus.

The list was approved for surplus

- E. Personnel Changes - Sarah Crisler-Ruskey shared the latest changes. Sasha Mangipano, Branch Manager of Gulfport Library, will be leaving in July. Several part-timers have been hired for the Pass Christian library. Joseph Schmermund, IT Technician, will be leaving May 13th. Hiring strategies were discussed.

REVIEW OF BUSINESS FOR NEXT MEETING:

- Restructuring of administrative oversight of the Saucier Branch.

The next meeting was set for 12:00 p.m., May 20, 2019, at the Biloxi Public Library in Biloxi, MS.

Dave Vincent, Board Chair