

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

Date: October 28, 2019
Place: Saucier Children's Library
Presiding Officer: Dave Vincent, Chair
Members present: Joan Kostmayer, Ron Peresich, Jr, Ardys Heurtin

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Tim Murr, Board Attorney
John Heath, Board Accountant
Melissa Schwarz, Minutes Taker

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

The agenda was approved

The Minutes of the September 23, 2019 meeting were approved as written.

The minutes were unanimously approved

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

- Cash balance is \$163,000
- All monies received from entities
- Internal income is down throughout the year
- All expenditure categories finished under budget for the year
- HQ is over in Salaries due to a vacation pay payout, under in electricity
- Postage grant was received twice in this fiscal year
- All cities were under budget in Salaries and Electricity
- Biloxi is over in Contents insurance due to insurance changes
- Saucier had little variance

The Financials were approved

DIRECTOR'S REPORT

- Statistics Highlights – The draft of the September Year Ending statistics: Circulation was down 7.9%; however circulation is down less when electronic formats are included. Programs Sponsored by the Libraries was down 5.4%. Programs with Other Sponsors was up 13.8%. Attendance at Programming was down 14.0%. Library Visitors were up 4.4% and Computer Use was down 7.3%. Several areas appear to be off; the final stats will be emailed later.
- Planned and held staff training October 14
 - Had 3 speakers including PERS, Deferred Comp and Crisis De-escalation
 - Acknowledged staff longevity and past year's accomplishments
 - Reviewed staff input for programming

- Worked on policy/procedure revisions to update Personnel Manual
- Worked on updating statistics collection workflow
- Worked on finalizing e-rate funding details
- Coordinated with Census 2020 on promoting data collection
- Kids' vote – during the week of election, kids will be encouraged to vote for a kid's mascot
- Updated on the search for rates of CDs

NEW BUSINESS

- A. Dave Vincent, Board Chair read the appointment letter for the new board member. Mrs. Ardys Heurtin has been appointed for the position representing Pass Christian.
- B. The September 2019 Accounts Payable Docket was reviewed:
- Check #22558 to State/School Insurance Fund, \$19,263.80, for health and life insurance
 - Check #22575 to Ingram, \$19,848.33, for library materials
 - Check #22580 to Card Services, \$1,552.35, for software and business cards
 - Check #22592 to RJ Young Company, \$4,520.09, for printer/copier services
 - Check #22596 to RJ Young Company, \$2,146.30, for printer/copier services
 - Check #22599 to Uniti Fiber, \$5,535.21, for internet services
 - Check #22603 to TMH, \$2,000.00, for accounting services
 - Check #22621 to Ingram, \$4,211.76, for library materials
 - Check #22627 to Card Services, \$1450.00, for software
 - Check #22646 to Bonds Services, \$2,375.00, for janitorial services
 - Check #22647 to Saucier's Janitorial, \$405.00, for janitorial services

The docket was unanimously approved

- C. Election of Officers –

Dave Vincent was nominated and seconded for Chair. Unanimously approved

Joan Kostmayer was nominated and seconded for Vice Chair. Unanimously approved

- D. Approve 2019-2020 Budget – The final draft budget was presented for approval.

The budget was unanimously approved

- E. By-laws discussion – Delayed until November meeting.

- F. Request from MAGNOLIA – The State-funded research tool MAGNOLIA continues to be underfunded, and a donation from users is requested to help fill in the gap. The Board did not feel that the System has adequate funds to contribute, but that administration could ask the FOL groups to assist.

- G. Additional benefit (EAP) discussion – Benefits include counseling, training, conflict resolution, crisis support, among others. Sarah Crisler-Ruskey requested approval for adding this benefit.

The EAP was unanimously approved

- H. Approve job description – Sarah Crisler-Ruskey presented a job description for Youth Services Coordinator. This position would be based out of HQ, responsible for supervising, organizing, and promoting youth programming throughout the system.

The job description was approved with Salary removed

- I. Disposal of surplus (shelves from DI) – A list of furniture surplus was presented for Board approval.

The list was unanimously approved for surplus.

- J. Incidents – Recent incidents were shared.

After a discussion with the Pass Christian Police Chief, the director recommended the Board ban the patron who was the subject of an incident report at the prior meeting be banned until he speaks to the Board to appeal.

Dylan Roberts was unanimously banned following the Police Chief's recommendation.

REVIEW OF BUSINESS FOR NEXT MEETING:

Strategic Planning – Sarah Crisler-Ruskey reviewed the latest update with strategic planning. This included ideas for reaching non-library patrons and current patrons.

The next meeting was set for 12:00 p.m., November 25, 2019, at the Orange Grove Public Library.

Dave Vincent, Board Chair