

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

Date: July 22, 2019
Place: Orange Grove Meeting Board Room
Presiding Officer: Dave Vincent, Chair
Members present: Joan Kostmayer, Ethel Clay, Ron Peresich, Jr

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, Minutes Taker

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

The agenda was amended to add New Business: K. Surplus Property, L. Executive Session. Approved.

The Minutes of the May 20, 2019 meeting was approved as written.

The minutes were unanimously approved

Dave Vincent read the letter from the Board of Supervisors appointing Ron Peresich, Jr as a new board member replacing Ramona Peresich.

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

- Cash balance is \$162,000
- All funding entities are up to date
- Expenditures are in budget
- All locations under in Library Materials, and Utilities
- Salaries are over in some locations, to be reviewed
- Corrections have been made to reflect Computer & Server Campaign expenditures

- Universal Services has been received
- Internal Income is down
- Expenditure in Capital Outlay for system servers
- All locations under in Salaries, Library Materials, and Utilities

The Financials were approved

DIRECTOR'S REPORT

- Statistics Highlights – The June statistics: Circulation was down 9.1%. Programs Sponsored by the Libraries was up 2.3%. Programs with Other Sponsors was up 36.4%. Attendance at

Programming was up .7%. New Cards Issued were down 11.9%. Library Visitors were down 9.4% and Computer Use was down 18.2%.

- Updated the latest on the computer installations. D'Iberville has their new computers.
- Worked with Howard Technology about the cabling at several locations.
- Updated the board about the network infrastructure replacement schedule
- Shared the summer reading programs
- Discussed the recent LSTA grants for a Mobile Laptop Lab and for Staff Development
- Access to Justice has donated a computer for legal resources
- Discussed the need for a Mini-Split Cooling Unit needed at the Gulfport Public Library. Installation will require building modifications.

NEW BUSINESS

A. The June 2019 Accounts Payable Docket was reviewed:

- a. Check #22350 to Wright National Flood Insurance, \$5,061.00, for insurance
- b. Check #22362 to Southern Hospitality, \$1,423.21, for supplies
- c. Check #22381 to Fletcher and Company, \$8,895.00, for yearly audit
- d. Check #22390 to RJ Discount Books, \$3,102.00, for library materials
- e. Check #22392 to Card Services, \$459.79, for library equipment
- f. Check #22405 to CDWg, \$59,485.42, for computers

The docket was unanimously approved

B. Approve contract with Howard Computers – A contract was presented for approval to allow purchases from the RFP submitted by Howard Computers as funding allows.

The contract with Howard Computers was unanimously approved

C. Annual Audit – The board reviewed the Annual Audit prepared by Fletcher & Company. There were no findings.

Audit was unanimously accepted

D. Annual Accreditation Report – Sarah Crisler-Ruskey reviewed the accreditation report required for annual funding. The library system does meet the criteria.

E. Adopt process for strategic plan – The “Process Outline for Strategic Planning” was presented and reviewed.

The process was unanimously approved

F. Accept PIGP and LSTA grants –

Grants were unanimously accepted

G. Budget draft and requests – Sarah Crisler-Ruskey presented the latest updates to the Draft 2020 Budget. This budget includes the PERS increase, computer purchases, and additional hours for staff at Saucier.

- H. Funding Opportunities – Sarah Crisler-Ruskey presented the BP Project Draft: Venture Lab. The project description will be used to apply for BP funding to create Workspaces.
- I. Management structure/future planning for positions – To be discussed in Executive Session.
- J. Incidents – The recent incidents were reviewed. No actions were needed.
- K. Surplus – A list of computer equipment was presented for surplus.
The list was unanimously approved for surplus.
- L. Executive Session – A motion was made for the board to enter Executive Session to discuss Personnel from 1:14 to 1:37 pm. No action was taken.

REVIEW OF BUSINESS FOR NEXT MEETING:

The next meeting was set for 12:00 p.m., August 26, 2019, at the Orange Grove Public Library.

Dave Vincent, Board Chair