

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

Date: June 16, 2015
Place: Orange Grove Library Boardroom
Presiding Officer: Brian Quave, Chair
Members present: Dave Vincent, Donald Moore, Ramona Peresich
Members absent: Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Susan Storrs, Administrative Assistant (minutes taker)
Tim Murr, Board Attorney
John Heath, Board Accountant
Mike Alexander, Orange Grove Branch Manager

Mr. Quave called the meeting to order. The Agenda was adopted as written. The Minutes of the May 26, 2015, meeting were approved as written.

FINANCIAL REPORT – Mr. John Heath reviewed the May 2015 Financial Statements

- The Library System is in good cash position with the general account cash balance at \$549,531.
- Harrison County, Biloxi, and Pass Christian are on budget. Gulfport and D'Iberville are one month ahead because payment is received quarterly. The State Personnel Grant appears under budget but the third payment will come in June. Universal Service Fund also appears under budget; however, those funds are also due in the next few months.
- Salaries & Benefits are under budget as we build up to another three payroll month. Library Materials will continue to be under budget until leases and periodicals are paid in July and August. Maintenance & Operations is on budget.
- Headquarters is on budget overall. Over budget amounts in Accounting & Audit and Furniture & Equipment are offset by under budget amounts in other line items such as Database & Software Purchases and Data Telecommunications.
- Gulfport is under budget overall due to Library Materials and Salaries. The major over budget items are Electricity, Automation System Maintenance and Database & Software Purchases. Most over and under budget spending should even out by year end.
- Biloxi is under budget overall due to Library Materials and Salaries. The only major over budget items are Database & Software Purchases and Automation System Maintenance. Utilities-Gas is

over budget because of an unexpected increase in pricing during the colder months. Most line items will even out by year end.

- Pass Christian is under in Library Materials and Youth Programs & Services because of donations. Electricity is under budget but the hot months are yet to come.
- D'Iberville is under in Library Materials with leases coming due In July and August. Electricity is over budget and will most likely remain over budget as higher bills will come with the next few months.
- Saucier is over in Automation System Maintenance due to the payment of the AutoGraphics annual contract but should even out by year end.

The motion was made, seconded and passed to accept the May 2015 Financial Report.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The May Statistics were reviewed. Circulation was down 10.8%. Programs Sponsored by the Libraries was up 6.9%. Programs with Other Sponsors was down 10.1%. Attendance at Programming was down 13%. New Cards Issued was up 14.1%. Library Visitors was up 8.5% and Computer Use was up 5.2%. Statistics for HCLS Digital Services included 23,207 Webpage hits; 5,647 WIFI Users; 1,238 Ancestry.com users; 66 Learn-A-Test users; 149 Freading downloads; 1,934 Tumblebooks readers and 158 Tumblebooks Junior users.
- B. The Summer Reading Program has started and the programs have had excellent attendance at all libraries. The theme is “Be a Hero This Summer at Your Local Library.”
- C. The issue of open carry of firearms and whether or not the Library System can legally post signs forbidding open carry was discussed. There is a section of the new law effective July 1, 2015, that makes posting such signs illegal and if the signs are challenged there can be fines assessed on the person posting the signs. However, Harrison County has an ordinance against open carry in any county buildings. Gulfport, Orange Grove and Saucier are county buildings and in the event a sign is challenged it will be on the county and not the Library System. Mr. Murr will research the cities of Biloxi, Pass Christian and D'Iberville to find their position on the issue. The general consensus of the Board was for the signs to stay up at all libraries until we have more information.
- D. The FY2016 Preliminary Budget was presented to the Board. After some discussion it was decided that the line item for electricity should be increased due to impending rate increases by Mississippi Power Company. The budget will be presented with changes in July and adopted by the Board for presentation to the funding authorities.

NEW BUSINESS

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

- Check #19119 to CDW Government, Inc., \$1,350.10, for a new printer and color toner.
- Check #19122 to Computype, \$1,303.04 for patron barcodes.
- Check #19123 to Dell, \$2,936.53 for a new server at the Orange Grove Library.
- Check #19125 to FFVA, \$8,209.00, for workers' compensation insurance.
- Check #19146 to Wright National Flood Insurance, \$4,602.00, for flood insurance at Biloxi and downtown Gulfport.

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

B. Mr. Murr reported on the status of the Nell Newman fund. He explained to the Board that the fund is not a trust fund but more in the nature of a savings account. The agency agreement with Hancock Bank simply gives them the authority to make the types of investments dictated in the agreement which are to be very safe government issued bonds. The Board directed Mr. Murr to find out what restrictions are placed on investments by a public entity. When we know the nature, if any, of those restrictions, we will then invite proposals of investment from various banks.

The next meeting was set for 3:00 p.m., July 28, 2015, at the Orange Grove Library. Items to be discussed will be the FY16 budget, and the Nell Newman fund.

Brian Quave, Board Chair