

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

Date: October 24, 2016
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Dave Vincent, Joan Kostmayer, Clare Rhodeman

Others in attendance: Robert Lipscomb, Library Director
Anna Sukmann sitting in for Tim Murr, Board Attorney
Melissa Bratton, Administrative Assistant (Minutes Taker)

Mr. Donald Moore called the meeting to order

A motion was made, seconded and passed to accept the Agenda.

The Minutes of the September 26, 2016, meeting were approved as written.

A motion was made, seconded and passed to accept the Agenda.

FINANCIAL REPORT – To be reviewed at next Meeting, due to Mr. Heath’s absence.

A motion was made, seconded and passed to defer the Financial Report review.

DIRECTOR’S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The September Statistics were reviewed. Circulation was down 5.7%. Programs Sponsored by the Libraries was down 2.4%. Programs with Other Sponsors was up 1.4%. Attendance at Programming was up 16.1%. New Cards Issued was down 24.8%. Library Visitors was down 18.7% and Computer Use was down 13.9%. Interlibrary Loan Filled 64 requests. WIFI Users was up 1%. Freeding Downloads was down 5.1%. Learn A Test was up 109.3%. Tumblebooks was up 66.7%.

The Fiscal Year Statistics were reviewed. Circulation was down 4.2%. Programs Sponsored by the Libraries was up 3.4%. Programs with Other Sponsors was down 2%. Attendance at Programming was up 21.3%. New Cards Issued was down 14.5%. Library Visitors was down 4.8% and Computer Use was down 7.1%. Interlibrary Loan Filled 642 requests. WIFI Users was up 18.5%.

- B. FY 2017 Budget – The final budget was presented to the board for approval. The total operating budget is \$3,124,545. The library materials budget remains the same as last year. The budget for electricity was created with a built in 20% increase. With this budget, the reserve balance will be \$107,737.

- C. Change of Vendor – The library system will be changing the main library material acquisition vendor from Baker & Taylor to Ingram. This will afford us an approximate savings of \$5,000 per year.
- D. Draft Lottery Letter – Mr. Lipscomb shared a draft letter that will be sent to various Mississippi legislators. This letter encourages the legislators to make public libraries recipients of a portion of the lottery revenue.
- E. BP Restoration Funds – Mr. Lipscomb has not, as yet, developed a proposal for applying for BP monies. Mr. Lipscomb requested more time to research and plan.
- F. Computer Department Personnel – Mr. Lipscomb requested approval of a department restructure. Instead of making one of the employees head of the department, the two employees would be coequals with coequal responsibilities and pay. With board approval, Dwight Butler’s pay will be brought to step 360 at \$18.26 per hour.
- G. Delivery Van Operator – Brian Roussel will be resigning Friday, October 21st.

NEW BUSINESS

- A. The September 2016 Accounts Payable Docket was delayed until November meeting.
- B. Approve Computer Department Personnel Change.
A motion was made, seconded and passed to approve personnel change.
- C. Approve FY 2017 Budget.
A motion was made, seconded and passed to approve the FY 2017 Budget.
- D. Approve Lottery Letter.
A motion was made, seconded and passed to send the letter.

The next meeting was set for 12:00 p.m., November 28, 2016, at the Orange Grove Public Library.

Donald Moore, Board Chair