

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

Date: June 19, 2017  
Place: Orange Grove Library Board Room  
Presiding Officer: Donald Moore, Chair  
Members present: Ramona Peresich, Joan Kostmayer, Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director  
Tim Murr, Board Attorney  
Mike Alexander, Gulfport Head Librarian  
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Mr. Donald Moore called the meeting to order. New Business Item A was changed to "Approve April and May Accounts Payable Docket."

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

The Minutes of the May 22, 2017 meeting were approved as written.

*A motion was made, seconded and passed to approve the minutes.*

FINANCIAL REPORT - The April 2017 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$302,000
- City of Gulfport is behind in payment.
- Internal Income is down from what was budgeted.
- Utilities are under in budget but expected to increase as summer continues.
- Library Materials are under budget.

The May 2017 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$176,000
- City of Gulfport is behind in payment. The city has been contacted.
- Biloxi and Pass Christian payments have been received but not in this report.
- Capital Outlay is under budget.
- Library Materials and Utilities continue to be under budget for all locations.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The May Statistics were reviewed. Circulation was down 2.6%. Programs Sponsored by the Libraries was down 0.9%. Programs with Other Sponsors was down 7.8%. Attendance at Programming was down 3.0%. New Cards Issued was down 3.8%. Library Visitors was up 1.7% and Computer Use was down 7.8%. Interlibrary Loan Filled 58 requests. WIFI Users was up 4.9%.

- B. FY 2018 Budget – Mr. Lipscomb has asked head librarians to submit their budget requests. A draft budget will be prepared for approval at the July meeting.
- C. West Biloxi Library Parking Lot and Roof Leak – The West Biloxi Library parking lot has been repaved. There was another roof leak and the city is working to effectively repair it.
- D. Lynda.com Learning Database – Mr. Lipscomb met with Pam Ulrich, the county administrator for Harrison County. The county has agreed to review a proposal and potentially fund the database Lynda.com for a one year term for \$20,000. If approved, the service will start October 1, 2017.
- E. Library Programming – Another sample listing of current library programming was sent to each board member.
- F. Nell Newman Account Investments – Further investigation needed before action can be taken.

#### NEW BUSINESS

- A. The April 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
  - a. Check #20604 to RJ Discount Books, \$1,551.00, for library materials.
  - b. Check #20619 to Roberson Security, \$600.00, for security monitoring.
  - c. Check #20625 to Ingram Library Services, \$5,278.63, for library materials.
  - d. Check #20630 to Movie Licensing USA, \$1,097.00, for licensing.

*A motion was made, seconded and passed to approve April Accounts Payable Docket.*

The May 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:

- a. Check #20671 to Ingram Library Services, \$7,460.15, for library materials.
- b. Check #20678 to City Directories, \$550.00, for library materials.
- c. Check #20699 to ADT Security Services, \$539.76, for security monitoring.
- d. Check #20706 to Wright National Flood Insurance, \$4,978.00, for flood insurance.

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

The next meeting was set for 12:00 p.m., July 31, 2017, at the Orange Grove Public Library.

---

Donald Moore, Board Chair