

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

Date: July 25, 2016
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Dave Vincent, Ramona Peresich, Joan Kostmayer, Clare Rhodeman

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

Mr. Donald Moore called the meeting to order. No amendments to the agenda.

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

The Minutes of the June 28, 2016, meeting were approved as written.

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

FINANCIAL REPORT – The June 2016 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$280,000.
- Entities are current on payments.
- Personnel grant will show in July.
- Universal Services is expected in the next few weeks.
- Under budget in library materials and electricity at all locations.
- Headquarters has paid the Audit.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The June Statistics were reviewed. Circulation was down 3%. Programs Sponsored by the Libraries was up 0.3%. Programs with Other Sponsors was up 0.8%. Attendance at Programming was down 21.3%. New Cards Issued was down 30.4%. Library Visitors was down 5.1% and Computer Use was down 10.8%. Interlibrary Loan Filled 59 requests. WIFI Users was up 11.7%. Freeding Downloads was up 4%. Ancestry use was up 16.8%.

Ms. Rhodeman joined the meeting at 12:21 pm.

- B. Personnel Change in Local History/Genealogy Department – With the departure of the Genealogy Assistant Jenny White, the department would like to make staff changes. Ethan Suarez, currently a Clerk III (at \$9.05 per hour), would be promoted to Library Assistant I (at \$10.09 per hour). Additionally, we would promote Justine Jones, department clerk, from Clerk I (at \$8.26 per hour) to Clerk II (at \$8.64 per hour) and increase her hours from 17 to 32 per week. This change would not increase the personnel budget for this department. Mr. Lipscomb requested board approval for this change.

Board entered Executive session from 12:26 pm to 12:30 pm.

A motion was made, seconded and passed to approve the staff changes.

- C. FY 2017 Budget – Mr. Lipscomb has formally submitted the FY 2017 budget request to the funding agencies. As requested by the board, the letter was reviewed before mailing and did not include details of cost cutting measures.
- D. Mold Problem in Local History/Genealogy Department – A mold problem has been found in the shelved archive section of the department. Immediate action has been taken to resolve the issue with alcohol rubs and spray to kill the mold. Also, the air conditioning and climate control will not be automatically shut down at night for this area. The shutdown was allowing the area to get too humid.
- E. Official Appointment of Ms. Melissa Bratton as Administrative Assistant.

Board entered Executive session from 12:34 pm to 12:42 pm.

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

NEW BUSINESS

- A. The June 2016 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #19930 to Leesburg Music/Crooked Creek String, \$1,200.00, for Pass Christian music program.
 - b. Check #19956 to Bonds Services, \$2,125.00, for janitorial services.
 - c. Check #19958 to Baker & Taylor, \$6,696.20, for library materials.
 - d. Check #19965 to Fletcher And Company, \$8,960.00, for annual audit.
 - e. Check #19970 to Mississippi Power, \$13,392.80, for electricity.
 - f. Check #19981 to Library Corporation, \$3,540.00, for cataloging software.
- B. Appoint Melissa Bratton as Administrative Assistant – above.

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

The next meeting was set for 12:00 p.m., August 22, 2016, at the Orange Grove Public Library.

Donald Moore, Board Chair