

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

Date: January 29, 2018
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: 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. Agenda modified to allow BancorpSouth visitor to speak first. The Agenda was also modified to add Discussion of New Director to New Business.

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

The Minutes of the November 20, 2017 meeting was noted to add Ms. Kostmayer to list of attendees.

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

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

- Cash position is \$166,000
- Not all entity payments have been received.
- Salary and Wages was over in budget.
- Electricity for Gulfport is over in budget. The buildings are being changed over to a remote centralized control system.
- Saucier has a charge to Data Telecommunications that will be reviewed.

The December 2017 Financial Statements were incomplete. Mr. Heath gave a brief review of the Income Statement.

- Cash position has improved.
- All entity payments have been received.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – Statistics for November and December 2017 were provided, but not reviewed.
- B. Director's Recap of Service – Mr. Lipscomb recapped his past 20 years of service to the library system.

- C. Woolmarket Library Project – The project is still underway, but schedule for completion has been delayed. There is no move in date at this time.
- D. Security at Downtown Gulfport Library – Mr. Lipscomb made a formal request for the hiring of a security guard for the library. The formal quote is \$18 per hour for 24 hours per week. The schedule is Monday – Thursday 2 pm – 6 pm, Friday and Saturday 12 pm – 4 pm.
- E. Staff Promotion and Personnel Changes – Mr. Lipscomb presented two staff promotions for the Board’s approval. Mr. Nicholas Wood from the Margaret Sherry Library to be promoted from Clerk I to Library Assistant I, with a pay rate increase to \$9.79/hour. Also, requested is the promotion of Maria Lagasca to the position of Head of Circulation at the Gulfport Public Library with a rate increase to \$10.55/hour.

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

- F. Nell Newman Fund Investments – Mr. Greg Mason, a representative from BancorpSouth reviewed the current standing of the investment. At this time, no changes are deemed necessary. BancorpSouth will return in six months for another review.
- G. Dedication of Murella H. Powell Plaque at Biloxi Library – On December 1, 2017, there was a dedication ceremony for the plaque installation. The dedication was attended by over 100 people and considered a success.
- H. Mardi Gras Parade Closing of Gulfport Library – Mr. Lipscomb requested that the Gulfport Library be allowed to close Saturday, February 10th. The Gulfport Mardi Gras Parade is scheduled for this day and typically is a problematic day.

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

NEW BUSINESS

- A. The November 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #21083 to Gulf Coast Business Supply Co, \$2,498.35, for office supplies.
 - b. Check #21086 to Bridges Management, \$2,726.25, for consultant fees.
 - c. Check #21092 to Envisionware, \$5,679.52, for computer/print monitoring.
 - d. Check #21093 to BancorpSouth Insurance, \$5,336.63, for insurance.
 - e. Check #21100 to Ingram Library Services, \$5,969.50, for library materials.
 - f. Check #21108 to Mississippi Power, \$17,467.27 for electricity.

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

- a. Check #21142 to BancorpSouth Insurance, \$10,258.48, for insurance.
- b. Check #21148 to Wright National Flood Insurance, \$2,316.00, for flood insurance.
- c. Check #21160 to Microscan, \$2,072.00, for local history equipment maintenance.
- d. Check #21164 to TEI Landmark Audio, \$600.00, for library materials.

- e. Check #21167 to South Miss Business Machines, \$953.00, for copier maintenance.
- f. Check #21175 to Southern Hospitality Supply, \$795.14 for office supplies.

A motion was made, seconded and passed to approve November and December Accounts Payable Docket.

B. Downtown Gulfport Library Security –

A motion was made, seconded and passed to approve the hiring of a security service through Swetman Security for the Gulfport Public Library.

C. New Director – The Board made a formal job offer to Sarah Crisler-Ruskey, pending background check. She has been asked to begin April 16th, 2018.

A motion was made, seconded and passed to offer Sarah Crisler-Ruskey the position of Director for the Harrison County Library System with a starting pay rate of \$80,000 per year, reviewed after six months with a possible pay raise of \$5,000. Moving expenses of up to \$5,000 to be reimbursed.

REVIEW OF BUSINESS FOR NEXT MEETING

A. Discuss a Retirement and Welcoming Reception

The next meeting was set for 12:00 p.m., February 26, 2018, at the Orange Grove Public Library.

Donald Moore, Board Chair