

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

Date: November 20, 2017  
Place: Orange Grove Library Board Room  
Presiding Officer: Donald Moore, Chair  
Members present: Dave Vincent, Ramona Peresich, Joan Kostmayer

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director  
Tim Murr, Board Attorney  
Sharon Davis, Biloxi Head Librarian  
Melissa Schwarz, 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 October 23, 2017 meeting were approved as written.

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

FINANCIAL REPORT - The October 2017 Financial Statements were incomplete. A brief review was done by Mr. Heath.

- Cash position is \$231,000
- Not all entity payments have been received.
- Gulfport electricity was over in budget.
- Cash – Solinet Grant label has been relabeled Capital Reserve.

### DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The October Statistics were reviewed. Circulation was down 8.0%. Programs Sponsored by the Libraries was up 10.2%. Programs with Other Sponsors was up 14.9%. Attendance at Programming was down 13.6%. New Cards Issued was down 3.6%. Library Visitors was up .5% and Computer Use was down 11.3%. Interlibrary Loan Filled 64 requests.
- B. FY2018 Budget – Mr. Lipscomb presented the final draft of the FY2018 Budget.

*A motion was made, seconded and passed to approve the FY18 Budget.*

- C. Woolmarket Library Project – Sharon Davis, Head Librarian of Biloxi Libraries, presented information about the plan to move the existing Woolmarket Library from a trailer into a permanent building. The new location is not far from the current location. This is a joint venture between Harrison County, City of Biloxi and the library system. The library will be sharing a building with a community center with shared spaces. Sharon Davis also presented a copy of the "Memorandum of

Understanding” that will be signed by all parties. The Memorandum outlines the responsibilities of each party. Tim Murr recommended an insert “to hold title” to clarify ownership.

*A motion was made, seconded and passed to enter into agreement for the Woolmarket Public Library.*

- D. Security at Downtown Gulfport Library – Mr. Lipscomb presented Gulfport Library staff concerns in regards to the security of this library. One solution presented was to hire an agency to provide a security guard from 2:00 p.m. until closing.
- E. Air Conditioning Failure at West Biloxi Library– On November 6<sup>th</sup>, there was an air conditioning failure at the West Biloxi Library. The library closed for the day and reopened the next day.
- F. Nell Newman Fund Investments – Tim Murr presented two opinions from the Attorney General. A formalized letter will be present at the January meeting discussing the two opinions. Representatives from BancorpSouth will be invited to the January meeting.
- G. Murella H. Powell Plaque Installation at Biloxi Library – On December 1, 2017, there will be a small ceremony for the installation of the Murella H Powell plaque at the Biloxi Library Local History and Genealogy Department.

#### NEW BUSINESS

- A. The October 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
  - a. Check #21030 to BancorpSouth Insurance Services, \$5,336.63, for insurance.
  - b. Check #21041 to Auto-Graphics, \$2,436.80, for automation services.
  - c. Check #21053 to Mississippi Power, \$16,923.82, for electricity.
  - d. Check #21060 to American Express, \$1,002.94, for plaque and director job listings.

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

- B. Downtown Gulfport Library Security –

Mr. Lipscomb is to gather additional information in regards to the hiring of a security guard and present it at the January meeting.

The next meeting was set for 12:00 p.m., December 18, 2017, at the Orange Grove Public Library to meet with Sharman Smith, Bridges Consulting.

January meeting to be scheduled.

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Donald Moore, Board Chair