

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

Date: January 19, 2016  
Place: Biloxi Library Meeting Room  
Presiding Officer: Brian Quave, Chair  
Members present: Dave Vincent, Donald Moore, Ramona Peresich, Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director  
Tim Murr, Board Attorney  
Mr. John Heath, Board Accountant  
Sharon Davis, Biloxi Librarian  
Melissa Bratton, Admin Asst (Minutes Taker)

Mr. Brian Quave called the meeting to order. Added "Item G – Director's Report – Holiday hours as requested by Robert Lipscomb.

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

The Minutes of the December 1, 2015, meeting were approved as written.

FINANCIAL REPORT – The December 2015 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$310,000.
- Notated the lack of monies from Pass Christian – clarified the payment had been received, would be notated next month. Other entities are current.
- Salary expenditures are high because of the three payrolls in December.
- Library materials budget on target.
- Maintenance and operations are high, most likely due to slow payments.
- Overall budget on target.
- Overage in Database & Software for all locations which was expected due to timing of payments.
- Utilities for Gulfport is under budget due to the Kemper refund being applied to the account, but then later removed during the billing cycle.
- Questioned the amount for Insurance – Professional Liability. To be reviewed.
- Equipment Supplies is over for D'Iberville for the three month period.

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

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The November Statistics were reviewed. Circulation was down 5%. Programs Sponsored by the Libraries was down 7.6%. Programs with Other Sponsors was down 10.7%. Attendance at Programming was down 10%. This was adjusted to include attendance of

co-sponsored programs. Library Visitors was down 3.4% and Computer Use was down 2.3%. Filled 64 Interlibrary Loan requests. Local History & Genealogy usage is up. They are now opened on Saturdays.

Statistics Highlights – The December Statistics were reviewed. Circulation was down 10.9%. Programs Sponsored by the Libraries was up 5.7%. Programs with Other Sponsors was up .9%. Attendance at Programming was up 60.3%. This was adjusted to include attendance of co-sponsored programs. New Cards Issued was down 3.5%. Library Visitors was down .9% and Computer Use was down 2%. Filled 45 Interlibrary Loan requests. Photographs scanned up 116.7%. Web page hits are down .4%. Wifi usage was up 11.6%.

- B. Retirement of Susan Storrs – Susan has informed Mr. Lipscomb that she will not be returning to work. She has begun the process of retiring. Her final paycheck will be issued at the beginning of March.
- C. Restructuring of Administrative Business Office – Mr. Lipscomb proposed that Melissa Bratton take over Susan’s position. The IT department will continue to run with the two technicians already on staff. Carrie Turner would continue to assist with the Administrative office by being the backup for payroll and accounts payable.
- D. Library System’s Budget Request Strategy – The board discussed the different board members meeting with the individual supervisors from their district. They would present different points about the libraries and the budget. Mr. Lipscomb would help prepare different talking points. Ms. Peresich suggested that the libraries host community meetings for the purpose of making the community aware of the budget situation.

*A motion was made, seconded and passed for the Board Members to meet with Supervisors.*

- E. Final Mississippi Power Refund Check – The final check for \$46,780.07 has been received.
- F. 2015 Annual Report – Mr. Lipscomb reviewed the statistics submitted for the end of year report.
- G. Holiday Hours – Mr. Lipscomb reviewed the change made from a previous decision about the holiday schedule. The Holiday Policy was revisited.

#### NEW BUSINESS

- A. The December 2015 Accounts Payable Docket was not available for review.
- B. Approve Restructuring of Administrative Business Office – Executive session.
- C. The next meeting was set for 3:00 p.m., February 23, 2016, at the Orange Grove Public Library.

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Brian Quave, Board Chair