

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

Date: April 28, 2015
Place: Orange Grove Library Boardroom
Presiding Officer: Brian Quave, Chair
Members present: Dave Vincent, Donald Moore, Clare Rhodeman, Ramona Peresich
Members absent: None

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Susan Storrs, Administrative Assistant (minutes taker)
Tim Murr, Board Attorney
John Heath, Board Accountant
Celia Barrett, Gulfport Head Librarian
Mike Alexander, Orange Grove Branch Manager

Mr. Quave called the meeting to order. Re-location of the marble signs from old Gulfport Library was added to the Agenda as Item B. under New Business and the Agenda was then adopted as amended. The Minutes of the March 24, 2015, meeting were approved as written.

FINANCIAL REPORT – Mr. John Heath reviewed the March 2015 Financial Statements

- The Library System is continuing to show a good cash position with a balance of \$545,536 in the general account. Mr. Heath called the Board's attention to the Hancock Bank Trust Account which Mr. Lipscomb will be discussing in his report.
- Biloxi again appears to be one month behind due to a delay in receiving the monthly check; however, we now have those funds in the bank and arrangements have been made to have the check sent directly to Administrative Headquarters in the future. All other funding agencies are on budget. The 3rd installment of the State Personnel Grant and the first half of the Universal Service funds were received this month.
- Salaries & Benefits are under budget as we build up to another three payroll month in July. As usual for this time of the year, Library Materials are under budget with leases to be paid later in the fiscal year. Maintenance & Operations are continuing to catch up from annual payments made in the early months and the over budget amount is decreasing.
- Headquarters is under budget overall. The most significant under item is Accounting and Audit. That will change in April when the bill for the audit is received and paid.
- Gulfport is under in Library Materials spending; however, book and audio book leases will be paid this summer. Electricity is still over budget year to date, but the monthly amount is under budget. Payment of the annual contract for AutoGraphics created an over budget amount in Automation System Maintenance.

- Biloxi remains under in Library Materials as is usual until leases are paid in the late summer. Automation System Maintenance is over budget as a result of the payment of the annual maintenance contract. Professional Liability Insurance continues to be over due to the annual payment made in December.
- Pass Christian is under in Library Materials and Youth Programs & Services because of donations. Pass is over in Professional Liability Insurance for the same reason as the other libraries.
- D'iberville is under in Library Materials with leases coming due this summer. A previous error in Data Telecommunications was corrected and that line item is now on budget.
- Saucier is over in Automation System Maintenance due to the payment of the AutoGraphics annual contract.

The motion was made, seconded and passed to accept the March 2015 Financial Report.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The March Statistics were reviewed. Circulation was down 2.3%, Programs Sponsored by the Libraries was up 37.3%, Programs with Other Sponsors was down 1.8%, Attendance at Programming was up 23.8%, New Cards Issued was up .6%, Library Visitors was up 1.8%, and Computer Use was down 1.9%. Statistics for HCLS Digital Services included Webpage 25,210 hits, 5,611 WIFI Users, 2,450 Ancestry.com users, 78 Learn-A-Test users, 170 Freading downloads, 4794 Tumblebooks readers and 72 Tumblebooks Junior users.
- B. The Saucier Children's Library is open to the public and a Grand Opening is scheduled for May, 5, 2015, at 3:00 p.m. You will all be receiving invitations to that event.
- C. The annual Summer Reading Program theme is "Be a Hero This Summer at Your Local Library." This is a major event of the library year and we hope to be more successful than ever this year and reach as many children as possible.
- D. Harrison County has officially transferred the old Gulfport Library building to the city of Gulfport. The building may be restored and used as some type of welcome center for Gulfport.
- E. Mr. Lipscomb presented each Board member with a copy of the FY14 audit. There were no findings or questioned costs relative to the financial statements or to any federal awards; however, the management letter to the Board did point out the poor performance and high fees of the Nell Newman Trust handled by Hancock Bank Trust Department. Mr. Murr will review the trust and determine if there are other possibilities that would yield a better return on our investment. He will report back at the next meeting.

- F. The final FEMA funds (\$432.55) have been received. Celia Barrett was appointed by the Board at our last meeting to replace Charline Longino as our official FEMA liaison. Celia brought a document that each Board member had to sign granting her the authority to sign the final close out agreement. Once the document is returned to FEMA, the final closing agreement can be signed.
- G. Pass Christian Library experienced a burglary in which Petty Cash funds, credit cards, and an X-box video gaming system were stolen. The internal video surveillance system showed a small group of teenagers to be the culprits and at least one or two of them have been identified. This was discovered just two days ago so all details are not available. Wal-Mart, Sam's, and Lowes' cards were cancelled with no unauthorized charges showing up. Mr. Lipscomb will give a follow-up report at the next meeting.

NEW BUSINESS

- A. The March 2015 Accounts Payable Docket was reviewed with the following items noted by Mr. Heath.
- Check #18991 to American Express, \$649.47, for headphones, headphone locks, and cotton gloves, purchased online.
 - Check #18939 to Auto-graphics, \$27,750.00 for the annual contract on AutoGraphics circulation and cataloging system.
 - Check #18955 to AT & T, \$12,273.01 for telephone and data lines.
 - Check #18980 to Roberson Security, \$600.00, for annual fire monitoring.

A motion was made, seconded and passed to approve the March 2015 Accounts Payable Dockets.

- B. Celia Barrett, Gulfport Head Librarian, reported that the City of Gulfport was moving the two large marble signs that were in front of the old downtown library to the new Orange Grove Library. They will be set up in the garden area under the oaks trees on the south side of the building. The large upright marble stones each read "Gulfport-Harrison County Library" and were part of the old library at the time it was built in the sixties before the organization of the Harrison County Library System. The signs have been in storage since Hurricane Katrina.

The next meeting was set for 3:00 p.m., May 26, 2015, at the Margaret Sherry Library.

Brian Quave, Board Chair