

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

Date: August 21, 2017
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Joan Kostmayer, Dave Vincent

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)
Sharman Smith, Consultant, Bridges Management, LLC

Mr. Donald Moore called the meeting to order. Agenda modified to allow visitor Sharman Smith to speak first.

The Minutes of the July 31, 2017 meeting were approved as written.

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

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

- Cash position is \$320,000
- All funding entities are current, except Pass Christian behind one month.
- The audit payment will be reflected in August.
- Capital Outlay and Materials are under budget for all locations.
- Utilities continue to be under budget.

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The July Statistics were reviewed. Circulation was down 4.3%. Programs Sponsored by the Libraries was up 4.1%. Programs with Other Sponsors was up 27.4%. Attendance at Programming was down 2.6%. New Cards Issued was down 14.3%. Library Visitors was down 10.6% and Computer Use was down 18.3%. Interlibrary Loan Filled 50 requests.
- B. Summer Library Programs – Total attendance for the program was 6,604 with 1,323 participants and 810 reading certificates were awarded. There were 79 programs for teens with 75 completion certificates.
- C. FY2018 Budget – The budget request has been submitted to all funding agencies with a five percent increase request.
- D. Lower Insurance Costs – BancorpSouth Insurance Services was able to find a lower cost policy for the coming year. This insurance is for General Liability, Contents, Wind & Hail, and Automobile. The new cost is \$17,085 down from last year's cost of \$27,436.

- E. Hancock Library System Control Controversy – Mr. Lipscomb reviewed the control issues with Hancock County, Cities of Hancock County, and the Hancock County Library System. There are discussions of restructuring the library board.
- F. Library Director Search Consultant – Sharman Smith, Consultant from Bridges Management met with the Board to discuss her services as consultant for the Library Director search.

Board entered into Executive Session 12:45 pm to 12:58 pm.

A motion was made, seconded and passed to approve the hiring of Sharman Smith and her services.

A motion was made, seconded and passed to cash in the Regions CD, \$8,573.69, to use for consultant purposes. A separate budget line item will be created.

- G. Nell Newman Account Investments – Tim Murr will write a letter to the Attorney General’s office obtaining an opinion of the funds in reference to MS Code 91-9-601, Prudent Investor rule.

NEW BUSINESS

- A. The July 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #20800 to Bond Services, \$2,125.00, for janitorial services.
 - b. Check #20806 to Ingram Library Services, \$5,870.36, for library materials.
 - c. Check #20810 to RJ Discount Books, \$1,111.00, for library materials.
 - d. Check #20821 to AT&T, \$10,074.79, for telecommunications.
 - e. Check #20822 to AT&T, \$3,535.54, for telecommunications.
 - f. Check #20843 to Brodart, \$2,025.00, for lease plan for library materials.

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

The next meeting was set for 12:00 p.m., September 27, 2017, at the Orange Grove Public Library.

Donald Moore, Board Chair