

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

Date: January 14, 2019
Place: Margaret Sherry Meeting Room
Presiding Officer: Donald Moore, Chair
Members present: Ramona Peresich, Dave Vincent, Joan Kostmayer

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Tim Murr, Board Attorney
Ethel Clay, Pending Board Member
John Heath, Board Accountant
Mike Alexander, Gulfport Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Board Chair Donald Moore called the meeting to order at noon.

The agenda was approved

The Minutes of the November 26, 2018, meeting were approved as written.

The minutes were unanimously approved

FINANCIAL REPORT - The November 2018 Financial Statements were reviewed by Mr. Heath.

- Cash balance is \$200,000
- Salaries and Benefits are over budget due to 3 pay roll month in November
- MLC Grant has been received for ILL Postage
- Gulfport – Under in library materials and utilities
- Biloxi – Under in library materials
- Pass Christian – Under in library materials and has credit in Youth Services from donations
- D'Iberville – Under in library materials, security system has been paid for the year
- December and January Financials will be available at next meeting

DIRECTOR'S REPORT

- Appeared on WLOX to discuss "Universal Class"
- Harbor Lights – Staff performed story times for the public at the harbor
- Gift Wrapping at Barnes and Noble with the Friends of the Gulfport Libraries
- Gift baskets were raffled at the Biloxi Libraries
- Updated on the Coins for Computers campaign
- April fundraiser date has been confirmed for April 12th
- April fundraiser event ideas include "Beer, Blues, Books" as a ticketed event
- Shared the new newsletter for funders
- Discussed the issues with ordering from Dell
- Logo – Board recommended picking 3 and allowing patrons to vote

OLD BUSINESS

- A. Clarification of Comp Time – The Director would receive Compensatory Time according to policy.
- B. Job description updates – Job descriptions for the positions of Administrative Assistant, Cataloging Assistant, and Outreach/Library Assistant were presented.

A motion was unanimously approved to adopt Job descriptions

- C. Policies – Small Purchasing, Petty Cash, Travel Purchasing, Bereavement leave, Staff & Trustee Personal Purchase Policy, Behavior Violation Framework, Board Travel, and Food for Board & Staff Events.

Motions were made and unanimously approved to adopt presented policies

NEW BUSINESS

- A. The November 2018 Accounts Payable Docket was reviewed:
 - a. Check #21896 to Computype, \$1070.97, for barcodes
 - b. Check #21897 to BXS Insurance, \$5079.50, for building insurance
 - c. Check #21908 to Bond Services, \$2,375.00, for janitorial services
 - d. Check #21912 to Swetman Security, \$1,560.00, for security services
 - e. Check #21926 to Card Services, \$1,234.87, for conference attendance
 - f. Check #21935 to Recorded Books, \$3,000.00, for Universal Class

The docket was unanimously approved

The December 2018 Accounts Payable Docket was reviewed:

- a. Check #21969 to Saucier's Janitorial, \$405.00, for janitorial services
- b. Check #21974 to Bond Services, \$2,375.00, for janitorial services
- c. Check #21994 to Ingram, \$12,452.27, for library materials
- d. Check #21976 BXS Insurance, \$5,079.50, for professional liability
- e. Check #22000 Wright Flood Insurance, \$2,355.00, for flood insurance

The docket was unanimously approved

- B. Incidents – Sarah Crisler-Ruskey updated the board on recent incidents at locations.
- C. Mardi Gras closure – The Gulfport library requested to be closed Saturday, March 2nd. The Gulfport Mardi Gras day parade happens that day in front of the library.

Motion was approved for library closure

REVIEW OF BUSINESS FOR NEXT MEETING

The next meeting was set for 12:00 p.m., February 25, 2019, at the Orange Grove Public Library.

Donald Moore, Board Chair