

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

Date: July 30, 2018
Place: Woolmarket Library 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
John Heath, Board Accountant
Sharon Davis, Biloxi 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 May 21, 2018, meeting were approved as written.

The minutes were unanimously approved

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

- Cash position in June is \$139,000
- Cash is low due to end of quarter
- Database is over in all due to Hoopla pre-payment
- Universal Services refunded to correct an error in reimbursement request
- HQ salaries is over due to Mr. Lipscomb's retirement
- Biloxi Salaries are under due to empty positions throughout the year
- Library Materials continue to under for all locations
- Vehicle Operating expense s are under budget
- Biloxi had an alarm maintenance expense
- Pass Christian has received donations for building maintenance, furniture and equipment
- D'Iberville receives donations to offset utility expense for the trailer

DIRECTOR'S REPORT

- Ms. Crisler-Ruskey gave a brief overview of her recent activities.
- A. Statistics– The June statistics were reviewed. Circulation was down 6.7%. Programs sponsored by the Libraries were up 7.7%. Programs with other sponsors were up 11.6%. Attendance at programming was up 18.9%. New Cards were down 1.8%. Library visitors decreased 3% and computer use was down 3.1%.

- B. Budget– Ms. Crisler-Ruskey presented her updated budget. Salaries were adjusted for the PERS increase expected in the summer of 2019. Pass Christian Friends are committing to donating more monies for computers.

NEW BUSINESS

- A. The May 2018 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #21461-21467 to staff, various cost, for travel reimbursement for Children’s Book Festival.
 - b. Check #21468 to Geoff Conwill, \$182.81, for Lipscomb art.
 - c. Check #21476 to Fletcher & Co, \$7,630.00 for audit.
 - d. Check #21480 to Swetman Security, \$1,440.00, for security services.
 - e. Check #21486 to Clarion Ledger, \$578.40, for newspaper.
 - f. Check #21509 to All Signs, \$455.00, for library sign.
 - g. Check #21519 to HTRP Music, LLC, \$1,000.00 for summer reading program.
 - h. Check #21526 to Michael Lamb, \$1,500.00 for custom bookshelf.
- B. The June 2018 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #21539 to Ingram Library Services, \$10,081.30, for library materials.
 - b. Check #21547 to Midwest Tape, \$30,000.00, for Hoopla.
 - c. Check #21550 to Wright National Flood Insurance, \$5,022.00 for insurance.
 - d. Check #21554 to Rotary, \$70.00, for rotary membership.
 - e. Check #21573 to Sarah Crisler-Ruskey, \$501.71, for moving expenses.

The May and June Accounts Payable Dockets were unanimously approved.

- C. Surplus Items – The list of obsolete or broken IT equipment from the fixed assets inventory was presented for surplus. Also, presented for surplus was the trailer and hut used for the Woolmarket Temporary Library.

A motion was made, seconded, and passed unanimously to declare all presented items surplus.

- D. Job Description Updates – Ms. Crisler-Ruskey presented updated descriptions for Head Librarians and Branch Managers. Approval pending review by the board.

- E. Policy updates –

- a. Reporting Suspected Abuse - After an incident, it was confirmed that library staff are considered mandated reporters when they have reasonable suspicion of abuse of children or adults. This policy outlines the responsibility and steps of action for the staff member.

Policy unanimously approved

- b. HB 1523 – MLC recommended policy that protects the library from EEOC complaints of workplace harassment of religious/moral beliefs.

Policy unanimously approved

- c. Proposed procedure for dealing with bed bugs – Outlines the steps involved in case of suspected bugs.

Procedure approved with the change of “bed bugs” to pest.

- F. Copy Prices – Ms. Crisler-Ruskey requested that the library system increase the price of b/w copy/prints from 10¢ to 15¢ per page. When color is introduced, the library system will charge 25¢ per page. No motion required. New rates will go into effect Oct. 1, 2018.

- G. 2017 Audit – No findings, no exceptions.

Audit unanimously approved.

- H. Hiring Letter – Ms. Crisler-Ruskey shared the hiring information of Mandy Hornsby for the Local History & Genealogy Department, Biloxi Public Library.

- I. E-rate consultant possibility –Ms. Crisler-Ruskey discussed the upcoming changes with the state contracts and limitations of connectivity with current AT&T state contract. She recommended the board consider hiring a consultant to help with Erate funding, Technology and Telecommunications RFP development, and the bidding process.

Pending Tim Murr’s approval of contract, unaminously approved entering into contract with Rodabough Education Group.

Discussed the Category Two level of funding available to the library system. This level deals with cabling and broadband equipment. Matching funds are required.

- J. Incidents – The latest incidents from various libraries were shared with the board. Ms. Crisler-Ruskey requested that managers have approval to temporarily ban patrons.

Request unaminously approved.

REVIEW OF BUSINESS FOR NEXT MEETING

- Tim Murr will review laws about hand guns in libraries.
- Visit from BancorpSouth to update on Nell Newman account.
- Fundraising – discuss strategies.

The next meeting was set for 12:00 p.m., August 27, 2018, at the Orange Grove Library.

Donald Moore, Board Chair