

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

Date: February 25, 2016  
Place: Orange Grove Library Board Room  
Presiding Officer: Brian Quave, Chair  
Members present: Dave Vincent, Donald Moore, 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  
Melissa Bratton, Admin Asst (Minutes Taker)

Meeting was rescheduled from February 23 to February 25 due to bad weather.

Mr. Brian Quave called the meeting to order.

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

The Minutes of the January 19, 2016, meeting were approved as written.

FINANCIAL REPORT – The January 2016 Financial Statements were reviewed by Mr. Heath.

- Cash position is \$221,000.
- Reviewed the payment schedule of the different entities.
- Kemper refund has been received for Orange Grove Library/Headquarters.
- Salaries expenditures are on target.
- Questioned the amount for Insurance – Professional Liability. To be reviewed.
- Accounting & Audit is under budget because it is in beginning stages.
- Gulfport is under budget in library materials and electricity.
- Biloxi is under budget in electricity. Over budget in Capital Outlay.
- Pass Christian is under budget in library materials.
- D'Iberville is under budget in electricity and library materials.
- Saucier is under budget.

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

DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The January Statistics were reviewed. Circulation was down 7.3%. Programs Sponsored by the Libraries was up 14.1%. Programs with Other Sponsors was down 17.2%. Attendance at Programming was down 2.1%. New Cards Issued was up .3%. Library Visitors was down 3% and Computer Use was down 22.8%. Interlibrary Loan Filled 36 requests.

- B. Nell Newman Endowment Fund Transfer – First statement has been received. Everything looks in order.
- C. Talking Points and Brief List of Services Memo for Budget Increase – Talking points were sent to all members. Several Board Members met with different County Supervisors. Feedback was positive.
- D. Pass Christian Library Break-In Restitution Check – The library has received a check for \$100 for partial restitution from one of the three defendants involved in the Pass Christian break-in. A letter of apology was also received.
- E. IRS Penalty Letter – Mr. Heath will contact the IRS on behalf of the library system. He will attempt to have the penalty overturned. It was a clerical mistake due to the absence of the administrative assistant because of critical illness.

#### NEW BUSINESS

- A. The December 2015 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
  - a. Check #19534 to Leesburg Music/Crooked Creek, \$300.00, for library program.
  - b. Checks #19562-19566 to the Board Members for attendance.
  - c. Check #19567 to Alwayscare, \$8,637.26, for dental and vision insurance.
  - d. Check #19572 to Tumbleweed Press, \$3,600, for children’s database.
  - e. Check #19574 to Bonds Services, \$1,650, for janitorial services.
  - f. Check #19589 to Baker & Taylor, \$1,614.52, for library materials.
  - g. Check #19592 to BancorpSouth Insurance, \$11,746.02, for professional liability insurance.
  - h. Check #19593 to Gulf Coast Business Supply, \$2,713.76, for supplies.
  - i. Check #19597 to Newsbank, \$10,342.80, for newspaper database and microfilm.
  - j. Check #19612 to AT&T, \$12,416.80, for telecommunication services.
  - k. Check #19621 to Library Ideas, \$6,000.00, for Freading E-Books.

The January 2016 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:

- a. Check #19626 to MGCCC Foundation Archives, \$135.00, for library materials.
- b. Check #19631 to Audubon Aquarium, \$100.00, for summer reading program.
- c. Check #19642 to South Mississippi Business Machines, \$14,066.00, for copiers.
- d. Check #19646 to Bonds Services, \$2,125.00, for janitorial services.
- e. Check #19654 to Baker & Taylor, \$2,728.95, for library materials.
- f. Check #19663 to Nicholson & Company, \$500.00, for accounting services.
- g. Check #19665 to AT&T, \$12,378.53, for telecommunications.
- h. Check #19670 to Gulf Coast Business Supply, \$1,833.69, for supplies.
- i. Check #19671 to Legalshield, \$121.55, for employee-opted legal insurance.
- j. Check #19678 to MS Power, \$22,504.37, for electricity.
- k. Check #19686 to Rotary, \$212.00, for membership.

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

- B. Approve IRS Penalty Appeal

BUSINESS FOR NEXT MEETING

- A. Discuss the restitution for damage at the Orange Grove Library
- B. Brian Quave will be resigning from the Library Board after the March 22<sup>nd</sup> Meeting.

The next meeting was set for 3:00 p.m., March 22, 2016, at the Orange Grove Public Library.

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Brian Quave, Board Chair