

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

Date: May 21, 2018
Place: Orange Grove Library Board Room
Presiding Officer: Ramona Peresich, Vice Chair
Members present: Clare Rhodeman, Dave Vincent, Joan Kostmayer

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Anna Sukmann sitting in for Tim Murr, Board Attorney
John Heath, Board Accountant
Mike Alexander, Gulfport Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Board Vice Chair Ramona Peresich called the meeting to order at noon.

The agenda was approved.

The Minutes of the April 23, 2018, meeting were approved as written.

The minutes were unanimously approved

The board entered into executive session from 12:09 pm to 12:17 pm to discuss fundraising.

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

- Cash position in April is \$376,000
- All entity payments are on time or ahead.
- Universal Services reimbursement has been received
- Internal Income is below projected budget
- Operating expenses were under budget overall.
- Mr. Lipscomb's leave payout will be reflected in May.c
- Library Materials continue to under for all locations
- Security will be over in Gulfport due to unbudgeted expense
- Pass Christian has received donations for building maintenance, furniture and equipment

The Financial Statements were unanimously approved.

DIRECTOR'S REPORT AND 2017 AUDIT

- The Board was presented the 2017 Audit. The board and accountant will review and prepare any questions for review in the June meeting.
- Woolmarket – Ms. Crisler-Ruskey met with County Supervisor Connie Rockco to discuss the progress. Ms. Rockco requested that the board send a letter to her formally requesting monies for furnishings.

Motion was unanimously approved for Ms. Crisler-Ruskey to create letter of request.

- A. Statistics– The April statistics were reviewed. Circulation was down 5.1%. Programs sponsored by the Libraries were up 16.7%. Programs with other sponsors were up 11.9%. Attendance at programming was down 5.9%. New Cards were down 3.2%. Library visitors increased 10.1% and computer use was down 1.4%.
- B. Budget Planning – Ms. Crisler-Ruskey presented her current activities to prepare for the upcoming budget. She met with the Head Librarians to discuss needs. Updating computers is taking priority. Extra funding will be requested for replacement. A letter will be sent with infographic of facts and figures of the library system. A post card will be made available for the public fill out about their computer usage. The post cards will be shared with funders.
- C. Longer Term Planning – Ms. Crisler-Ruskey listed items that are included in long term planning. These include additional computers, more marketing, a new logo, and fundraising.

NEW BUSINESS

- A. The April 2018 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #21386 to Bond Services, \$2,375.00, for janitorial services.
 - b. Check #21395 to Southern Hospitality Supply, \$990.78, for office supplies.
 - c. Check #21404 to Swetman Security, \$1,620.00 for security services.
 - d. Check #21407 to Swank Movie Licensing, \$1,127.00, for movie licensing.
 - e. Check #21408 to AT&T, \$9,352.80, for broadband.
 - f. Check #21415 to Ingram Library Services, \$8,115.66, for library materials.
 - g. Check #21423 to Pitney Bowes, \$1,041.52 for postage.
 - h. Check #21443 to Proquest, \$1,830.00 for Ancestry database access.

The April Payable Docket was unanimously approved.

- B. Incidents – There was several incidents at the Orange Grove library with a car windows broken. In one, a purse was stolen. A camera system has been ordered to provide more monitoring.

REVIEW OF BUSINESS FOR NEXT MEETING

The next meeting was set for 12:00 p.m., June 25, 2018, at the Biloxi Public Library.

Donald Moore, Board Chair