

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

Date: September 27, 2017  
Place: Orange Grove Library Board Room  
Presiding Officer: Donald Moore, Chair  
Members present: Ramona Peresich, Joan Kostmayer, Dave Vincent, Clare Rhodeman

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.

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

The Minutes of the August 21, 2017 meeting were approved as written.

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

FINANCIAL REPORT - The August 2017 Financial Statements were not complete. A brief review was done by Mr. Heath.

- Cash position is \$290,000
- All funding entities are current.
- Universal Services and State Personnel grants have been received.
- Library Materials is under budget for all locations.
- Utility usage is higher but expected for summer usage.

### DIRECTOR'S REPORT (by Mr. Lipscomb)

- A. Statistics Highlights – The August Statistics were reviewed. Circulation was down 6.5%. Programs Sponsored by the Libraries was up 39.6%. Programs with Other Sponsors was down 4.4%. Attendance at Programming was up 137.8%. New Cards Issued was down 10.1%. Library Visitors was up 7.0% and Computer Use was down 4.9%. Interlibrary Loan Filled 52 requests.
- B. FY2018 Budget – Harrison County and Pass Christian are committing to the requested funds. Biloxi and D'Iberville are maintaining last year's funding. Gulfport funding is still unknown.
- C. Celia Barret Plaque – The plaque has been installed near the entrance of the meeting room of the Gulfport Library. A small dedication ceremony will be scheduled in the future.

- D. LSTA Interlibrary Loan Postage Grant – A grant of \$1,789.14 has been received for the postal expenses for the Interlibrary Loan Service.
- E. West Biloxi Library Closure Suggestion – The suggestion to close the library was not well received by the public and other council members and at the present time, it is a dead issue.
- F. BP Oil Spill Money – After researching and reaching out to other directors, Mr. Lipscomb does not believe there is money available from this settlement for library services.
- G. Universal Service Grant Payment- The latest payment of \$55,425.60 from the Universal Service Grant has been received.
- H. West Biloxi Library Stabbing Incident- On August 24, 2017 a man was stabbed in front of the West Biloxi Library. Two employees were leaving after closing and witnessed a man lying on the ground. Neither witnessed the stabbing. CPR was attempted by another bystander. Police arrived and took another into custody. The victim later died from his wounds.
- I. HOOPLA System – The new digital system went live on September 1<sup>st</sup>. It has been well received and the library has high hopes for its future.
- J. Library Holiday Schedule – Mr. Lipscomb requested Saturday, December 23<sup>rd</sup>, Monday, December 25<sup>th</sup>, and Tuesday, December 26<sup>th</sup> as well as Saturday, December 30<sup>th</sup> and Monday, January 1<sup>st</sup>, 2018 as dates of closure for the Christmas and New Year Holidays.

*A motion was made, seconded and passed to approve Holiday schedule request.*

#### NEW BUSINESS

- A. The August 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
  - a. Check #20870 to Midwest Tape, \$15,000.00, for Hoopla – electronic materials.
  - b. Check #20872 to Fletcher & Company, \$7,810.00, for audit.
  - c. Check #20878 to Library Interiors, \$2,746.00, for library furniture.
  - d. Check #20889 to Ingram Library Services, \$7,814.24, for library materials.
  - e. Check #20908 to Ebsco Information Services, \$1,851.98, for periodical subscriptions.

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

- B. Director Search Consultant Presentation – Sharman Smith, Consultant from Bridges Management met with the Board to discuss the timeline to include position advertisements, pre-interviews, interviews and consultant meetings. Anticipated start date for the new director is April 1, 2018. Pre-interviews are to be scheduled January 8<sup>th</sup>–12<sup>th</sup>, 2018. Interviews are to be scheduled February 19<sup>th</sup>-23<sup>rd</sup>, 2018. Advertisements will be posted beginning October 16, 2017. Locations include MLC Jobs Online, state and regional library schools, local library, local newspapers and National sites of Library Journal and ALA Joblist. The job description and job announcement were reviewed and modified. Sharman will provide regular updates.

*A motion was made, seconded and passed to approve starting salary range of \$80,000 to \$95,000 for director job announcement.*

The next meeting was set for 12:00 p.m., October 23, 2017, at the Orange Grove Public Library.

---

Donald Moore, Board Chair