

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

Date: January 23, 2023
Place: Orange Grove Public Library
Presiding Officer: Dave Vincent, Board Chair
Members present: Joan Kostmayer, Ardys Heurtin, Ethel Clay

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
John Heath, Board Accountant
Melissa Schwarz, Minutes Taker

Board Chair Dave Vincent called the meeting to order at 12:07 pm.

Agenda was unanimously approved

Minutes of November 28, 2022, regular meeting were unanimously approved

FINANCIAL REPORT - The December 2022 Financial Statements were reviewed:

- Cash balance is \$350,000
- Some units are behind in payment but have been received in January
- Interest Income is above budget
- Salaries and Benefits are under in Biloxi and D'Iberville
- Utilities are over for Headquarters and Gulfport, D'Iberville continues to be under
- Library materials are under in Gulfport

The financial report was unanimously approved.

DOCKET REVIEW - The November and December 2022 Dockets were reviewed:

- Check 24611 to Bonds Services, \$2,375.00, for janitorial services
- Check 24615 to Jani-King of Mississippi Coast, \$300.00, for janitorial services
- Check 24632 to Midwest Tape, \$2,557.79, for digital content
- Check 24638 to C Spire, \$6,288.48, for phone and network
- Check 24642 to Card Services, \$1448.48, for MLA Conference Hotel
- Check 24643 to Pitney Bowes INC, \$1020.99, for postage
- Check 24647 to Exxon, \$112.30, for vehicle fuel
- Check 24654 to Tapper Security, \$24.99, for monthly monitoring
- Check 24658 to Michaels, \$649.97, for grant purchases
- Check 24659 to Associated Time on Demand, \$475.00, for timeclock service
- Check 24660 to Vino Investments, \$414.00, for vehicle storage
- Check 24663 to Ingram Library Services, \$12,090.67, for library materials
- Check 24669 to Mississippi Library Association, \$1,050.00 for MLA conference registrations
- Check 24632 to Midwest Tape, \$3,916.94, for digital content
- Check 24684 to Newsbank, \$11,178.00, for Sun Herald digital

- Check 24686 to Card Services, \$996.94, for staff development and vehicle maintenance
- Check 24688 to Digital Network Solutions, LLC, \$7,990.00, for technology support and computers
- Check 24659 to Associated Time on Demand, \$157.50.00, for timeclock service
- Check 24698 to C Spire, \$6,305.98, for phone and network
- Check 24702 to Cadence Insurance, \$8,872.79, for professional liability insurance
- Check 24707 to RJ Young, \$2,385.47, for printer support
- Check 24719 to Mississippi Power Company, \$13,514.12, for utilities

The docket was unanimously approved.

DIRECTOR'S REPORT

- Assisted with completing and apply for NEH grant with Local History Librarian
- Interviewed and hired IT staff
- Kept current with recent legislative matters

STATISTICS

Use of all services is beginning to stabilize in relation to the previous year. Circulation was down for November and December, but programming and attendance are up. For November, overall circulation was 28,406 items. There were 172 programs with 2,711 attending or viewing. There were 18,837 library visitors. Public computer use was 3,652. For December, overall circulation was 25,921 items. There were 183 programs with 2,944 attending or viewing. There were 15,879 library visitors. Public computer use was 3,432.

OLD BUSINESS

- A. Social Media Policy – Sarah Crisler-Ruskey presented the updated Social Media Policy.

Motion to approve Social Media Policy was unanimously approved

NEW BUSINESS

- A. Policy proposal – Meeting Room update - Sarah Crisler-Ruskey proposed an update to the current policy.

Motion to approve Meeting Room Policy update was unanimously approved

- B. Policy proposal – Verification of address update - Sarah Crisler-Ruskey presented a request to accept the patron's ID as an address verification if the address is current.

Motion to approve Obtaining a Library Card Policy update was unanimously approved

- C. Closures – Sarah Crisler-Ruskey requested that the Gulfport Public Library be allowed to close February 18, 2023 because the annual Gulfport Mardi Gras would restrict access to the building.

Motion to approve closing for Gulfport Library was unanimously approved

Sarah Crisler-Ruskey also requested that the library system be allowed to close March 29, 2023, for staff training.

Motion to approve closing for Library System was unanimously approved

- D. Surplus items – A list of items for surplus was presented to the board.

Motion to declare listed items as surplus was unanimously approved.

- E. Hiring letters – Recent new hires were presented.

Motion was unanimously approved to accept the hiring letters as presented

- F. Incidents – Recent incidents were presented to the board.

Motion was unanimously approved to ban GM Patron V. Dedeaux for 6 weeks.

REVIEW OF BUSINESS FOR NEXT MEETING

- A. Strategic planning

The next meeting was set for 12:00 p.m., Monday, February 27, at the Orange Grove Public Library.

Dave Vincent, Board Chair