

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

Date: November 28, 2022
Place: Orange Grove Public Library
Presiding Officer: Dave Vincent, Board Chair
Members present: Joan Kostmayer, Ardys Heurtin

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Tim Murr, Board Attorney
John Heath, Board Accountant
Melissa Schwarz, Minutes Taker
Carrie Turner, Minutes Taker

Board Chair Dave Vincent called the meeting to order at 12:08 pm. Sending condolences to Ms. Clay on the loss of her brother.

Agenda was unanimously approved

Minutes of October 24, 2022, regular meeting were unanimously approved

FINANCIAL REPORT - The October 2022 Financial Statements were reviewed:

- Cash balance is \$355,000
- Gulfport and D'Iberville have paid first quarter in advance
- Biloxi, Harrison County, and Pass Christian are all paid to date
- Internal income is under budget
- Donations for programming and books have been received
- Salaries and Benefits are under in Biloxi and D'Iberville
- Utilities are over in most locations for the month
- Library materials are under in Gulfport
- All locations have charges to Databases for Universal Languages and World Book
- Pass Christian is right on target

The financial report was unanimously approved.

DOCKET REVIEW - The October 2022 Docket was reviewed:

- Check #24579 to Centerpoint Energy, \$38.78, for utilities
- Check #24580 to Coast EPA, \$1,645.00, for utilities
- Check #24581 to Jani-King of Mississippi Coast, \$300.00, for janitorial services
- Check #24582 to Bonds Services, \$2,375.00, for janitorial services
- Check #24588 to Rotary Club of Gulfport, \$205.00, for professional dues
- Check #24589 to Overdrive, INC, \$3,750.00 for Universal Class database
- Check #24591 to World Book Direct Marketing, \$3,300.00, for online database

- Check #24592 to Pitney Bowes INC, \$549.75, for postage
- Check #24595 to Digital Network Solutions, LLC, \$5,000.00, for technology support
- Check #24596 to City of Gulfport, \$205.10, for water
- Check #24598 to Picture This Wraps & Graphics, \$6,577.00, for LUMO graphics
- Check #24601 to The Sun Herald, \$1,878.81, for library materials
- Check #24603 to Mississippi Power Company, \$15,816.83, for utilities
- Check #24608 to C Spire, \$5,132.95, for phone and internet services

The docket was unanimously approved.

DIRECTOR'S REPORT

- Met with Biloxi Mayor regarding WB
- Met with DI leaders
- Worked with staff on several potential grant projects
- Met with Long Beach Director
- Participated in Rotary Club Dictionary project
- Participated in Rotary Club Rise Against Hunger event
- Attended donor appreciation event for Summer Reading grantors
- Attended GCCF breakfast event
- Dealt with patron concerns
- Discussed potential insurance changes

STATISTICS

Use of all services continues to improve over last year. For October, overall circulation was 29,747 items. There were 185 programs with 4,969 attending or viewing. There were 18,580 library visitors. Public computer use was 4,102.

OLD BUSINESS

NEW BUSINESS

- A. Program policy proposal – Sarah Crisler-Ruskey proposed an approval process to cover programs presented by outside presenters.

Motion to approve Program Policy was unanimously approved

- B. Social Media policy proposal – Sarah Crisler-Ruskey presented a proposal to cover guidelines dealing with Social Media use by employees. Policy tabled until next meeting.

- C. Leave policy update to reflect time-clock implementation – Annual leave request policy was updated to reflect the use of the new time clock system.

Motion to approve update to the Leave Policy 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 permanently ban Orange Grove patron, Kenyatta Harrell

Motion was unanimously approved to permanently ban unnamed Gulfport patron for inappropriate behavior toward fellow patrons

G. Tour LUMO – Board members toured LUMO vehicle after adjournment.

REVIEW OF BUSINESS FOR NEXT MEETING

A. Strategic planning

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

Dave Vincent, Board Chair