

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

Date: February 27, 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
Tim Murr, Board Attorney
Melissa Schwarz, Minutes Taker
Carrie Turner, Minutes Taker

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

Agenda was unanimously approved

Minutes of January 23, 2022, regular meeting were unanimously approved

FINANCIAL REPORT - The January 2023 Financial Statements were reviewed:

- Cash balance is \$397,000
- The 330,000 is the Nell Newman funds in a CD at First Federal Credit Union
- Some units are ahead – Gulfport by two months, D'Iberville is paid through March
- Pass Christian is on target
- Internal Income has dropped slightly
- Automation is under because of our new contract with AG
- Pass Christian received a programming donation
- Posted bank interest is higher
- Library Materials spent \$20,000 for the month but still behind for the year
- Salaries and Benefits under due to timing of three-payroll month
- Security and Alarms at Headquarters needs to be reviewed
- Biloxi is under in Salaries and Benefits due to vacant positions

The financial report was unanimously approved.

DOCKET REVIEW - The January 2023 Docket was reviewed:

- Check 24727 to Bonds Services, \$2,375.00, for janitorial services
- Check 24733 to Midwest Tape, \$3,269.28, for digital content
- Check 24738 to Newsbank, \$3,871.00, for database access
- Check 24740 to Concern, \$136.00, for employee assistance program
- Check 24751 to Ingram Library Services, \$12,637.01, for library materials
- Check 24753 to CSpire, \$6,309.25, for phone and network services
- Check 24760 to The Sun Herald, \$1,036.86, for library materials

- Check 24766 to Mississippi Power Company, \$13,554.00, for utilities

The docket was unanimously approved.

DIRECTOR'S REPORT

- Attended Public Library Directors' meeting at MLC
- Attended Library Directors' zoom
- Met with Biloxi CAO regarding West Biloxi building issues
- Worked with staff on Library of Things planning and Maker items planning
- Attended Leadership Gulf Coast Education Day

STATISTICS

Use of all services is beginning to stabilize in relation to the previous year. Circulation was up for January, and programming and attendance are up. Overall circulation was 29,059 items. There were 164 programs with 2,671 attending or viewing. There were 19,402 library visitors. Public computer use was 3,977. ILL has been consistently up.

OLD BUSINESS

NEW BUSINESS

- A. Security at Gulfport Library: consider quotes – Sarah Crisler-Ruskey requested permission to reinstate the security guard at the Gulfport Library and presented 3 quotes for the service.

Motion to accept the recommendation of Swetman Security hiring for security at Gulfport Library was unanimously approved

- B. Gulfport Library letter for police – Sarah shared the request that Gulfport police made to have a No Loitering letter be supplied to enable police to disperse those being a nuisance outside the building.

Motion to approve the continuation of No Loitering at the Gulfport Library was unanimously approved

- C. Policy proposal – collection development edit – MLC advised libraries to include language in policy that once a book has received a complaint or request for reconsideration, it will not be up for review again for two years.

Motion to approve suggested language was unanimously approved

- D. Job description discussion – a custodian description to potentially be used for Gulfport, Orange Grove, and Headquarters to allow for emergency clean-up situations and more frequent cleaning was presented.

Motion to approve custodial job description was unanimously approved

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

Motion to declare listed items as surplus was unanimously approved

F. Hiring letters – Recent new hires were presented.

Motion was unanimously approved to accept the hiring letters as presented

G. Incidents – Recent incidents were presented to the board.

REVIEW OF BUSINESS FOR NEXT MEETING

A. Strategic planning

The next meeting was set for 12:00 p.m., Monday, March 27, at the Saucier Children's Library.

Dave Vincent, Board Chair