

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

Date: October 31, 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  
Kimber Roten, Representative for Board Attorney  
Melissa Schwarz, Administrative Assistant  
Carrie Turner, Minutes Taker

Board Chair Dave Vincent called the meeting to order at 12:02 pm.

*Agenda was amended and unanimously approved*

*Minutes of September 26, 2023, regular meeting were unanimously approved*

FINANCIAL REPORT - The September 2023 Financial Statements were reviewed:

- Cash balance was good at \$300,000
- All funding sources met expectations
- Internal Income was just under budget at \$53,000
- Grant Income equaled \$101,000
- Interest income was \$16,000
- Salaries and Benefits, Capital Outlay, Library Materials, Systemwide Circ Supplies, Automation System Maintenance, Maintenance and Operations were all under budget
- Headquarters purchased library materials for LUMO
- Professional Services included \$6,400 for Fayard Moving and Storage
- Gulfport Salaries and Benefits, Library Materials, Utilities, and Security were under budget
- Biloxi was \$31,000 under in Salaries and Benefits, and \$13,000 under in Library Materials
- Pass Christian was on target with salaries and under in Library Materials
- D'Iberville Salaries and Benefits and Utilities were under budget, Library Materials were over budget
- Saucier was on target in Library Materials and under budget elsewhere

*The financial report was unanimously approved.*

DOCKET REVIEW - The September 2023 Docket was reviewed:

- Check 25195 to Amazon, \$3,138.21, for miscellaneous items
- Check 25196 to Digital Network Solutions, \$4,000.00, for computer support
- Check 25198 to Can't Be Beat Fence & Construction, \$12,630.00, for fence installation

- Check 25204 to John Fayard Moving & Warehousing, \$6,422.50, for West Biloxi moving & storage
- Check 25208 to Cadence Insurance, \$30,437.56, for insurance
- Check 25229 to Cadence Insurance, \$10,075.07, for insurance
- Check 25242 to Digital Network Solutions, \$3,340, for computer support
- Check 25245 to Card Services, \$4,165.65, for various expenses
- Check 25248 to Amazon, \$5,824.92, for miscellaneous items
- Check 25249 to MidWest Tape, \$200.00, for digital library materials
- Check 25252 to Ingram Library Services, \$11,749.26 for library materials

*The docket was unanimously approved.*

#### DIRECTOR'S REPORT

- Attended Mississippi Library Association conference
- Assisted with re-opening tasks at the West Biloxi project
- Assisted with interviews for MS position
- Attended Long Beach council meeting in support of the Long Beach Library
- Attended Directors' meeting

#### STATISTICS

Circulation was up for September, and programming and attendance were up. Overall circulation was 32,621 items. There were 185 programs with 4,329 attending or viewing. There were 21,092 library visitors. Public computer use was 4,218.

Circulation for the year was up, and programming and attendance were also up. Overall circulation was 377,468 items. There were 2,091 programs with 42,583 attending or viewing. There were 247,919 library visitors. Public computer use was 52,622.

#### OLD BUSINESS

- A. Policy – Board discussed two versions of a policy concerning staff workplaces and décor.

*Motion to accept draft policy #2 was unanimously approved*

- B. Strategic Plan – Sarah presented the Strategic Plan Draft Document to the board. Sarah will move forward with the document.

#### NEW BUSINESS

- A. Approve Budget and Increases, and Job Descriptions – Sarah presented two budget proposals with potential raise amounts for the staff. Related edits to job descriptions were presented. Sarah also requested permission to put surplus in the amount of \$7,430 into a new CD to build reserves.

*Motion to adopt Draft 2 of the presented budget was unanimously approved*

*Motion to backdate pay raises to the current pay period was unanimously approved*

*Motion to approve job description edits was unanimously approved*

*Motion to create a new CD in the amount of \$7,430 was unanimously approved*

B. Board Elections –

*Motion to elect Mr. Dave Vincent as Board President was unanimously approved*

*Motion to elect Ms. Joan Kostmayer as Board Vice-President was unanimously approved*

C. Incidents – Recent incidents were presented to the board. No action was taken.

D. Surplus – A list of requested surplus items was presented.

*Motion to surplus items as presented was unanimously approved*

E. Old Business – Director Merit Pay

*The Director requested that the board consider granting merit pay to the leadership team rather than to the director alone. The board entered into executive session – 1:10 – 1:19 for personnel discussion. The board voted to rescind the action from the previous meeting and grant the system leadership team a one-time merit payment.*

REVIEW OF BUSINESS FOR NEXT MEETING

The next regular meeting was set for 12:00 p.m., Tuesday, November 28, at the West Biloxi Library.

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Dave Vincent, Board Chair