

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

Date: June 29, 2003
Place: Orange Grove Public Library
Presiding Officer: Dave Vincent, Board Chair
Members present: Joan Kostmayer, Ardys Heurtin, Ethel Clay
Attending virtually: Ron Peresich, Jr.

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 4:00 pm.

Agenda was unanimously approved as presented

Minutes of May 18, 2023, regular meeting were unanimously approved

Minutes of May 22, 2023, special meeting were unanimously approved

FINANCIAL REPORT - The May 2023 Financial Statements were reviewed:

- Cash balance is good at \$347,000
- All funding sources up to date; Pass Christian and D'Iberville are a month ahead
- Gulfport and Biloxi have received donations
- Gulfport salaries are under
- Systemwide supplies are under
- Automation systems maintenance is under due to special pricing from AG
- Gulfport is \$20,000 under in Salaries and Benefits
- Biloxi is \$32,000 under in Salaries and Benefits
- Biloxi library materials is under budget
- Contents Insurance received a reimbursement for West Biloxi
- Pass Christian is under budget in library materials
- D'Iberville is \$10,000 under budget in Salaries and Benefits
- D'Iberville is over budget in library materials
- Saucier is on target

The financial report was unanimously approved.

DOCKET REVIEW - The May 2023 Docket was reviewed:

- Check 24946 to Bonds Services, Inc, \$2,375.00, for janitorial services
- Check 24953 to Jani-King of Mississippi Coast, \$323.10, for janitorial services
- Check 24963 to Amazon Capital Services, \$1,944.48, for miscellaneous supplies and materials

- Check 24968 to Pitney-Bowes, \$275.16, for postage machine rental
- Check 24972 to Ingram Library Services, \$112,837.40, for library materials
- Check 24974 to Gaylord, \$1,797.04, for heavy-duty book truck
- Check 24976 to Sarah Crisler-Ruskey, \$566.31, for mileage
- Check 24977 to Vino Investments, LLC, \$139.00, for vehicle parking
- Check 24987 to C Spire, \$6,303.34, for phone services
- Check 24994 to Mississippi Power Company, \$13,551.84, for utilities

The docket was unanimously approved.

DIRECTOR'S REPORT

- Participated in Community Survey at Rouse's
- Worked on budget
- Worked on increase proposal
- Worked on millage proposal
- Drafted budget request letters

STATISTICS

Circulation was up for May, and programming and attendance are up. Overall circulation was 31,202 items. There were 153 programs with 3,032 attending or viewing. There were 20,528 library visitors. Public computer use was 4,672. ILL has been consistently up.

OLD BUSINESS

NEW BUSINESS

- A. Review audit – Recently completed audit was supplied to each board member.

Motion to accept the Audit Report was unanimously approved

- B. Budget draft and proposed increases – The Director presented several options for budget requests including pay increases. The Board supported the scenario that would bring starting pay in line with local standards.

- C. Policy – card type clarification – Clarifying that the Read/Succeed Card will be a juvenile card.

Motion to accept the clarification was unanimously approved

- D. Policy – HB1315 – The Director informed the Board of steps being taken to comply for information purposes. No action was required.

- E. CD funds – The Director sought clarification on nomenclature for the CD recently moved to Hancock Whitney, and the Board felt "Gulfport Reserve Funds" (\$55,000) was adequate.

- F. Discussion re potential funding – Marketing idea of creating materials to highlight possible sponsorship opportunities was presented for information.

G. Surplus items – Recent items for surplus were presented to the board.

Motion to transfer items to surplus was unanimously approved

H. Hiring letters – Recent hirings and staff changes were presented to the board.

Motion to approve hiring letters was unanimously approved

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

Motion to permanently ban Gulfport patron Curtis was unanimously approved

Motion for 30-day ban of Gulfport patron Dedeaux was unanimously approved

Motion to permanently ban Biloxi patron, Mr. Morgan, was unanimously approved

REVIEW OF BUSINESS FOR NEXT MEETING

The next regular meeting was set for 12:00 p.m., Tuesday, July 25, at the Orange Grove Library.

Dave Vincent, Board Chair