

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

Date: January 23, 2024
Place: Pass Christian Public Library
Presiding Officer: Dave Vincent, Board Chair
Members present: Ardys Heurtin
Attending virtually: Joan Kostmayer

A quorum was present throughout the meeting.

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

Board Chair Dave Vincent called the meeting to order at 12:15 pm.

Agenda was amended and unanimously approved

Minutes of November 28, 2023, regular meeting were unanimously approved

FINANCIAL REPORT - The November and December 2023 Financial Statements were individually reviewed

The financial reports were unanimously approved.

DOCKET REVIEW - The December 2023 Docket includes a new section for electronic payments

The docket was unanimously approved.

DIRECTOR'S REPORT

- Attended Directors' meeting
- Accepted Coast Electric Grant
- Accepted Sparklight Grant
- Met with staff training committee
- Met with Susan Hunt at Biloxi Excel by 5
- Met with Knight Foundation partner
- Selected candidate for LH position
- Selected candidate for WT manager position
- Completed IMLS reports to close out grant
- Evaluated new dental/vision providers
- Worked on Sponsorship proposal

STATISTICS

Circulation was up for November, and programming and attendance were up. Overall circulation was 29,311 items. There were 189 programs with 2,881 attending or viewing. There were 19,827 library visitors. Public computer use was 4,058.

Circulation was up for December, and programming and attendance were up. Overall circulation was 27,039 items. There were 160 programs with 2,901 attending or viewing. There were 16,766 library visitors. Public computer use was 3,840.

OLD BUSINESS

- A. Strategic Plan – Sarah presented the current state of the Strategic Plan Draft Document to the board.

NEW BUSINESS

- A. Travel policy update – Sarah presented the changes to the Travel Policy to reflect the recent changes in the state policies regarding itemized receipts.

Motion to adopt the Travel Policy as presented was unanimously approved

- B. Bereavement policy update – The recent updates for the Bereavement Leave policy were presented.

Motion to adopt the Bereavement Policy as presented was unanimously approved

- C. Update request for reconsideration policy – Revision of the Reconsideration Policy to include wording that only residents in the library's service area will be allowed to submit a request for reconsideration.

Motion to adopt the Reconsideration Policy as presented was unanimously approved

- D. Permission to close in March for staff training – Sarah requested permission from the Board to allow closure for a staff training day in March, date is yet to be decided

Motion to allow closure was unanimously approved

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

Motion to ban BC patron, Khai Bui, was unanimously approved

- F. Hiring letters – Recent new hires were shared with the board.

Motion to approve new hirings was unanimously approved

Motion to approve temporary grant-funded job description for Local History and Genealogy was unanimously approved

REVIEW OF BUSINESS FOR NEXT MEETING

The next regular meeting was set for 11:00 a.m., Monday, February 26, 2024, at the Orange Grove Public Library.

Dave Vincent, Board Chair