

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

Date: September 26, 2023
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
John Heath, Board Accountant
Tim Murr, 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 unanimously approved as presented

Minutes of August 29, 2023, regular meeting were unanimously approved

Mr. Heath entered the meeting at 12:06 pm

FINANCIAL REPORT - The August 2023 Financial Statements were reviewed:

- Cash balance is good at \$367,000
- All funding sources have paid through end of fiscal year
- Interest income is up
- Salaries and Benefits, Maintenance and Operations, Systemwide Circ Supplies, Software, and Automation System Maintenance are all under budget
- Gulfport Salaries and Benefits are under by \$18,000
- Gulfport Library Materials are under by \$3,200
- Biloxi is \$25,000 under in Salaries and Benefits
- Biloxi Library Materials are \$24,000 under budget
- Pass Christian is on target with salaries and under in Library Materials and Utilities
- D'Iberville Salaries and Benefits and Utilities are under budget
- Saucier is on target

The financial report was unanimously approved.

DOCKET REVIEW - The August 2023 Docket was reviewed:

- Check 25117 to Amazon, \$3,339.25, for miscellaneous items
- Check 25122 to Swetman Security, \$1,279.20, for security guard
- Check 25124 to MidWest Tape, \$3,606.58, for digital materials
- Check 25128 to Associated Time on Demand, \$180.90, for digital time clock
- Check 25134 to Ingram Library Services, \$8,149.89, for library materials

- Check 25137 to Digital Dimensions, \$1,099.00, for children's computer
- Check 25141 to CDW Government, \$587.48, for software licenses
- Check 25151 to Swetman Security, \$1,279.20, for security guard
- Check 25165 to Capital One, \$1,388.55, for miscellaneous items
- Check 25170 to Chuck Galey Studio, \$200.00, for children's program

The docket was unanimously approved.

DIRECTOR'S REPORT

- Dealt with numerous tasks related to the West Biloxi project
- Continued to work on budget requests
- Attended budget hearings (Gulfport, Biloxi)
- Dealt with issues with AFLAC dental coverage
- Attended Camellia Trail dedication
- Attended Rotary Club
- Worked on Rotary service projects
- Strategic Plan Draft

STATISTICS

Circulation was up for August, and programming and attendance are up. Overall circulation was 37,146 items. There were 172 programs with 2,512 attending or viewing. There were 26,229 library visitors. Public computer use was 5,318.

OLD BUSINESS

NEW BUSINESS

- A. Upcoming CD maturity – Sarah Crisler-Ruskey asked permission from the Board to shop the best rate for the Nell Newman CD.

Motion to grant the director the authority to shop the best CD rate was unanimously approved

- B. Budget Update – The director presented the preliminary budget to the board.
- C. Approve closures for Staff Day and Cruisin' – permission requested to close for Staff Day to be held on October 9, 2023. D'Iberville Library asked to adjust hours for Cruisin' the Coast on Thursday and Friday and operate 9 am to 3 pm and close on Friday.

Motion to approve the closings and adjustments as presented was unanimously approved

- D. Approve common days off for FY 2023-2024 – Calendar of Common Days Off was presented to the Board for approval. Potential additions to the Common Day Off calendar were suggested.

Motion to approve FY 2023-2024 Common Days Off was unanimously approved with adjustment and with finalization to be set after conversing with managers

- E. Approve job description changes – Changes to current job descriptions were presented.

Motion to approve the recommended changes was unanimously approved

- F. Consider policy draft – Policy drafts concerning regulations for employees' personal desk spaces were given to the Board members and the discussion was tabled until the next meeting.

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

- H. Surplus – A list of requested surplus items was presented.

Motion to surplus the presented items was unanimously approved

The board entered into executive session – 1:27 – 1:32 for personnel discussion. No action was taken.

The board entered into executive session - 1:34 – 1:42 for personnel discussion. The board voted to give the Director a one-time merit payment to be paid by the end of September.

REVIEW OF BUSINESS FOR NEXT MEETING

Review of policy drafts

The next regular meeting was set for 12:00 p.m., Tuesday, October 31, at the Orange Grove Library.

Dave Vincent, Board Chair