

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

Date: May 18, 2023
Place: Orange Grove Public Library
Presiding Officer: Dave Vincent, Board Chair
Members present: Joan Kostmayer, Ardys Heurtin, Ethel Clay, 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 with addition of an additional policy edit proposal (D).

Minutes of April 27, 2023, regular meeting were unanimously approved

FINANCIAL REPORT - The April 2023 Financial Statements were reviewed:

- Cash balance is \$452,000
- CD moved from People's Bank to Hancock-Whitney Bank
- Gulfport and D'Iberville are paid two months ahead
- Pass Christian is even
- Internal Income is under budget
- Pass Christian received donations for programming and new computer
- Salaries and Benefits are catching up systemwide
- Capital Outlay is under budget
- Maintenance and Operations are under budget
- Systemwide Circ Supplies are under budget
- Library Materials are under in Gulfport
- Security Guard has been reinstated at Gulfport
- Biloxi is under in Salaries and Benefits and Library Materials
- Pass Christian is on target
- D'Iberville is under in Salaries and Benefits and Utilities
- Saucier is on target

The financial report was unanimously approved.

DOCKET REVIEW - The April 2023 Docket was reviewed:

- Check 24882 to Aflac, Inc, \$2,790.03, for dental & vision benefits
- Check 24884 to Hoopla, \$3,466.88, for digital library materials
- Checks 24912-24916 to various staff, for various amounts, for Children's Book Festival

- Check 24901 to Amazon, \$3,118.67, for miscellaneous supplies and materials
- Check 24917 to Wex Bank, \$618.77, for gasoline credit card
- Check 24919 to Vino Investments, LLC, \$139.00, for van parking
- Check 24926 to Cadence Insurance, \$1,000.00, for bonding insurance
- Check 24927 to Mississippi Power Company, \$13,167.97.04, for utilities
- Check 24937 to Swetman Security Service, \$1,279.20, for security

The docket was unanimously approved.

DIRECTOR'S REPORT

- Attended Leadership Gulf Coast graduation
- Worked on dealing with HB 1315 requirements
- Attended Directors' meeting at Library Commission
- Met with Head Librarians
- Attended Zoom meeting for collaboration with Hancock County Library System
- Worked on budget request planning
- Participated in Chandyfest Outreach
- Interviewed new social work intern
- Continued to work on West Biloxi building issues
- Summer Reading programs

STATISTICS

Use of all services is continuing to stabilize in relation to COVID-impacted usage. Circulation was up for April, and programming and attendance are up. Overall circulation was 28,792 items. There were 149 programs with 2,549 attending or viewing. There were 18,404 library visitors. Public computer use was 4,380. ILL has been consistently up.

OLD BUSINESS

NEW BUSINESS

- A. Policy addendum to photography/filming policy --- Clarification was made that staff will get parental permission to film minors. If no parent is available, filming will not take place.

Motion to amend the Filming in the Library policy was unanimously approved

- B. Hiring letters – Recent staff transfers were presented.

Motion to accept the hiring letters as presented was unanimously approved

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

Motion to permanently ban West Biloxi patron Brian Guillot was unanimously approved
Motion to permanently ban unnamed West Biloxi patron was unanimously approved

- D. Policy edit to compensatory time policy - Policy edited to clarify that before compensatory time is accrued or used, the Director must give prior approval.

Motion to edit the Compensatory Time Policy was unanimously approved

REVIEW OF BUSINESS FOR NEXT MEETING

A special meeting was set for 12:00, May 22 via conference call to review bank bids.

The next regular meeting was set for 4:00 p.m., Thursday, June 29, at the Orange Grove Library.

Dave Vincent, Board Chair