

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

Date: July 25, 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  
Tim Murr, Board Attorney  
Melissa Schwarz, Minutes Taker  
Carrie Turner, Minutes Taker

Board Chair Dave Vincent called the meeting to order at 12:05 pm.

*Agenda was unanimously approved as presented*

*Minutes of June 29, 2023, regular meeting were unanimously approved*

FINANCIAL REPORT - The June 2023 Financial Statements were reviewed:

- Cash balance is good at \$439,000
- Biloxi is paid ahead one month; all other entities are on target
- Internal Income is on target
- \$1500 Donation in D'Iberville for Hoopla materials
- Salaries and Benefits are \$126,000 under
- Automation systems maintenance is under because of special negotiation for this FY
- Audit and Accounting fees are over but will spread out by end of year
- Library Materials are under for Gulfport
- Contents insurance in Gulfport has not yet been paid
- Gulfport security is back in place
- Salaries and Benefits in Biloxi are \$37,000 under
- Biloxi Library Materials are under budget by \$19,000
- Pass Christian is nearly on target in Salaries and Benefits and Library Materials
- D'Iberville is \$12,000 under 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 June 2023 Docket was reviewed:

- Check 25008 to Capital One, Inc, \$1,178.27,00, for miscellaneous items
- Check 25014 to Fletcher and Company, PLLC, \$9,820.00, for audit
- Check 25020 to Swetman Security Service, \$1,407.12, for security guard

- Check 25024 to Card Services, \$1,314.67, for miscellaneous
- Check 25034 to C Spire, \$6,303.34, for phone services
- Check 25043 to Mississippi Power Company, \$14,231.67, for utilities
- Check 25052 to Steve Dewitt, \$141.00, for summer reading program supplies
- Check 25053 to Beth Ann MacDonald, \$275.83 for summer reading program supplies

*The docket was unanimously approved.*

#### DIRECTOR'S REPORT

- Worked on budget request materials
- Met with Pass Christian Mayor and Clerk about funding request
- Met with Harrison County Supervisor on millage proposal
- Worked on West Biloxi renovation preparations
- Attended Zoom Directors' meeting
- Completed Phil Hardin grant final report
- Dealt with patron issues

#### STATISTICS

Circulation was up for June, and programming and attendance are up. Overall circulation was 38,272 items. There were 210 programs with 7,580 attending or viewing. There were 25,674 library visitors. Public computer use was 5,356. ILL has been consistently up.

#### OLD BUSINESS

#### NEW BUSINESS

- A. Read reappointment of Dave Vincent – Sarah Ruskey read the letter from the County Board of Representatives reappointing Mr. Vincent to the Board of Trustees representing Gulfport for a term ending August 8, 2028.
- B. Discuss quotes for moving West Biloxi books and materials – Sarah Ruskey presented two quotes for the moving and storage of West Biloxi items. The first quote from Fayard Moving and Storage was for \$10,890.00. The second quote was from Ace Moving and Storage for \$25,000.00. Services will be charged to professional services.

*Motion to accept the quote from Fayard for \$10,890.00 was unanimously approved*

*Motion to amend the budget to add the amount to professional services was unanimously approved*

- C. Discuss strategic planning next steps – Discussion occurred to determine the next steps in the strategic planning process. Board members decided to have Sarah present them with a rough draft of the strategic plan for them to fine tune.

*Motion to accept the clarification was unanimously approved*

- D. Discussing establishing internal guidelines – Sarah asked the opinions of the Board members concerning staff’s personal items visible in public areas. The decision was made to have Sarah discuss the issue with the head librarians and get their thoughts on the matter.
- E. Hiring letters – There were no recent hirings letters to present.
- F. Incidents – Recent incidents were presented to the board.

*Motion to permanently ban West Biloxi umbrella assailant was unanimously approved*

#### REVIEW OF BUSINESS FOR NEXT MEETING

The next regular meeting was set for 12:00 p.m., Tuesday, August 29, at the Orange Grove Library.

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Dave Vincent, Board Chair

8/30/2023 Corrected Check Number typo and amount typo in Docket Review