

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

Date: November 28, 2023
Place: West Biloxi 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, Administrative Assistant
Carrie Turner, Minutes Taker

Board Chair Dave Vincent called the meeting to order at 12:04 pm.
Ms. Heurtin joined the meeting at 12:07 pm

Agenda was amended and unanimously approved

Minutes of October 31, 2023, regular meeting were unanimously approved

FINANCIAL REPORT - The October 2023 Financial Statements were reviewed:

- Cash balance was good at \$273,000
- City of Biloxi underpaid on the first payment of the fiscal year; catch-up check will reflect on next month statement
- City of Gulfport was late, but payment has now been received
- Internal income is down
- Interest income is up
- Salaries and Wages, Library Materials, and Maintenance and Operations are under budget
- Contents Insurance is under due to timing
- Universal Class has been paid for the year

The financial report was unanimously approved.

DOCKET REVIEW - The October 2023 Docket was reviewed:

- Check 25261 to MidWest Tape, \$3,466.80, for digital library materials
- Check 25262 to Bonds Services Inc, \$2,375.00, for janitorial services
- Check 25268 to C Spire, \$1,759.53, for phone and network services
- Check 25269 to Robert J Young Company, \$2,075.00, for print services
- Check 25270 to Overdrive, Inc, \$3,750.00, for Universal Class
- Check 25274 to Swetman Security, \$1,215.24, for security
- Check 25277 to Digital Network Solutions, \$4,000.00, for computer support
- Check 25280 to Brianna Grayer, \$100.00, for art programming
- Check 25282 to Mississippi Power Company, \$14,582.76, for utilities

- Check 25283 to Janessa Ullendorf, \$680.51, for travel expenses to MLA
- Check 25284 to Jamie Elston, \$416.75, for travel expenses to MLA
- Check 25287 to Kentrall Chapman, \$100.00 for art programming

The docket was unanimously approved.

DIRECTOR'S REPORT

- Spoke with potential Board member
- Spoke with community member concerning library advocacy
- Shared Chandeleur Brewing's offer to highlight HCLS in their fundraising program
- Attended Directors' meeting
- Planned West Biloxi re-opening
- Dealt with media and various tasks related to the West Biloxi project
- Met with PhD student doing research on libraries
- Presented guest lecture in MLIS course on public libraries
- Attended court regarding camera thief
- Interviewed candidates for LH position
- Interviewed candidates for WT position
- Dealt with patron issues
- Attended Rotary Club
- Attended Rotary Board meetings
- Worked on Rotary service projects

STATISTICS

Circulation was up for October, and programming and attendance were up. Overall circulation was 31,648 items. There were 187 programs with 6,120 attending or viewing. There were 20,624 library visitors. Public computer use was 4,200.

OLD BUSINESS

- A. Strategic Plan – Sarah presented the current state of the Strategic Plan Draft Document to the board. The board members provided feedback and thoughts on possible changes.

NEW BUSINESS

- A. LWOP request – Sarah presented a request to the board for an employee to be allowed an absence of up to three (3) weeks without pay.

Motion to grant employee up to three weeks without pay was unanimously approved

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

- C. Hiring letters – Recent new hires were shared with the board.
Motion to approve new hirings was unanimously approved

REVIEW OF BUSINESS FOR NEXT MEETING

The next regular meeting was set for 12:00 p.m., Tuesday, January 23, 2024, at the Pass Christian Library. There will be no meeting scheduled in December 2023.

Dave Vincent, Board Chair