

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

Date: February 26, 2024
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
Tim Murr, Board Attorney
John Heath, Board Accountant
Melissa Schwarz, Administrative Assistant
Carrie Turner, Minutes Taker

Board Chair Dave Vincent called the meeting to order at 11:02 am.

Agenda was unanimously approved with correction of time from 12 to 11

Minutes of January 23, 2024 regular meeting were unanimously approved

FINANCIAL REPORT - The January 2024 Financial Statements were reviewed:

- Cash balance is very good at \$474,000
- CD balances and reserve funds are very healthy as well
- Gulfport and D'Iberville are paid in advance through March
- All other funding sources are on target
- Internal Income is down \$3,500
- Interest income is looking good
- Salaries & Benefits, Capital Outlay, Library Materials, Maintenance & Operations are all under
- Professional Liabilities insurance is over due to timing
- Professional Services is over budget because of unexpected West Biloxi moving expense
- Hoopla is down by \$8,000
- Gulfport is under in Salaries & Benefits, Library Materials, Utilities, and Professional Liability Insurance
- Biloxi is under in Salaries & Benefits, Library Materials, Utilities, and insurance
- Pass Christian is under in Salaries & Benefits, Library Materials, Utilities, and insurance
- D'Iberville is under in Salaries & Benefits, and Library Materials
- Saucier is under budget

The financial report was unanimously approved.

Ms. Clay entered the meeting at 11:15 am

DOCKET REVIEW - The January 2024 Docket was reviewed:

- Check 25390 to Bonds Services, \$4,750.00, for janitorial services

- Check 25404 to Ingram Library Services, \$13,516.64, for library materials
- Check 25405 to Swetman Security Service, \$1,215.24, for security at Gulfport
- Check 25416 to MidWest Tape, \$4,419.98, for digital library materials
- Check 25421 to Digital Network Solutions, LLC, \$4,245.00, for technology support
- Check 25424 to NewsBank, \$11,514.00, for Sun Herald database access
- Check 25438 to Rotary Club of Gulfport, \$700.00, for professional dues
- Check 25440 to Auto-Graphics, Inc, \$3,090.00, for Montage
- Check 25443 to Mississippi Power Company, \$12,273.36, for utilities
- Digital Payment for MetLife, \$2,370.28, for Dental & Vision Insurance
- Digital Payment for EFTPS, \$13,043.59, for federal taxes
- Digital Payment for PERS, \$34,033.45, for retirement contribution
- Digital Payment for Deferred Comp, \$960.00, for deferred compensation contributions

The docket was unanimously approved.

DIRECTOR'S REPORT

- Attended Directors' meeting
- Accepted Coast Electric Grant of \$6,600
- Accepted Sparklight Grant of \$7,500 for replacing AWE children's computers
- Completed e-rate tasks
- Met with Heads
- Met with staff training committee
- Attended Chamber Annual Meeting
- Participated in Homegrown event with Hancock County Library System
- Worked on several grant applications
- Participated in fundraiser at Chandeleur Brewery
- Attended outreach event for school librarians
- Attended ARSL committee meeting
- Attended Rotary Club
- Attended Rotary Board meetings

STATISTICS

Circulation was up for January, and programming and attendance were up. Overall circulation was 29,883 items. There were 169 programs with 2,749 attending or viewing. There were 20,974 library visitors. Public computer use was 4,213.

OLD BUSINESS

NEW BUSINESS

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

Motion to surplus items as presented was unanimously approved

B. Personnel matters – Recent staff matters were discussed.

Motion to allow requested leave without pay for an employee, for up to 6 weeks, was unanimously approved. Board approval was granted to allow donated leave.

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

D. 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., Monday, March 25, 2024, at the Orange Grove Public Library.

Dave Vincent, Board Chair