

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

Date: August 29, 2023
Place: Biloxi Central 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
Sharon Davis, Biloxi Head Librarian
Melissa Schwarz, Administrative Assistant
Carrie Turner, Minutes Taker
Mandy Hornsby, Head of Local History

Board Chair Dave Vincent called the meeting to order at 11:42 am.

Agenda was unanimously approved as presented

Minutes of July 25, 2023, regular meeting were unanimously approved with corrections

FINANCIAL REPORT - The July 2023 Financial Statements were reviewed:

- Cash balance is good at \$460,000
- Gulfport has paid two months in advance; D'Iberville has paid ahead for fourth quarter
- Internal Income is under budget
- Interest income is up
- The Salaries and Benefits line is \$126,000 under
- Maintenance and Operations, Library Materials, Furniture & Equipment, and Software are under budget
- Automation systems maintenance is under due to arrangement with AG
- Gulfport Library is \$26,000 under in Salaries and Benefits
- Security is under for the year in Gulfport
- Biloxi is \$42,000 under in Salaries and Benefits
- Library Materials are under in Biloxi
- Biloxi and Pass Christian Contents Insurance is under due to timing
- Pass Christian is slightly under in Salaries and Benefits
- Saucier is on target

The financial report was unanimously approved.

DOCKET REVIEW - The July 2023 Docket was reviewed:

- Check 25064 to Swetman Security Service, \$1,407.12, for security guard
- Check 25069 to Shannon Williford, \$300.00, for summer reading program

- Check 25079 to Ingram Library Services, \$9,504.35, for library materials
- Check 25087 to Swank Movie Licensing, \$1,310.00, for movie licenses
- Check 25090 to Associated Time on Demand, \$180.90, for digital time clock
- Total checks for the month were \$62,639.23

The docket was unanimously approved.

DIRECTOR'S REPORT

- Continued working on the West Biloxi project
- Continued to work on budget requests
- Notified by a local bank that we could rebid banking as needed
- Attended budget hearings (county, Biloxi)
- Dealt with issues with AFLAC dental coverage
- Worked on wind & hail insurance proposal response
- Dealt with various issues
- Cspire billing will be changing going forward because we have switched from a reimbursement to a discount (BEAR to SPI)
- The county and Mississippi Library Commission will be contributing more monies to Hoopla

The Director asked LH Librarian, Mandy Hornsby, to present information about the NEH Cultural and Community Resilience Grant of \$48,000.00 awarded to the Local History & Genealogy department.

STATISTICS

Circulation was up for July, and programming and attendance are up. Overall circulation was 37,398 items. There were 170 programs with 4,137 attendees. There were 24,920 library visitors. Public computer use was 5,238.

OLD BUSINESS

NEW BUSINESS

- A. Hiring letters – Recent hiring letter was presented to the board.

Motion to approve the recent hiring letter was unanimously approved

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

Motion to permanently ban Gulfport patron Michael Jeffcoat was unanimously approved

- C. Personnel matters – The board entered into executive session to discuss personnel matters from 12:23 pm until 12:46 pm. No actions were taken.

REVIEW OF BUSINESS FOR NEXT MEETING

The next regular meeting was set for 12:00 p.m., Tuesday, September 26, at the Orange Grove Library.

Dave Vincent, Board Chair