

Heartland Library Cooperative Governing Board

Lake Placid Memorial Library Meeting Room

205 W Interlake Blvd., Lake Placid, FL

November 16, 2016 10 a.m.

- 1. The meeting was called to order at 10 a.m. by Commissioner Donna Storter-Long. The public notice was announced. Invocation and Pledge of Allegiance were conducted by Mary Booher.**

Roll Call

Governing Board Members Present:

Donna Storter- Long Commissioner Glades
Margaret Dewey- citizen – Highlands
Kresta King – Cooperative Coordinator – Okeechobee
Jeannette Peeples – citizen – Glades
Julie Perry – citizen – Glades
Albie Scoggins – Community Services Director – Okeechobee
Rick Knight – Commissioner – Hardee
Don Elwell – Commissioner – Highlands
Mary Myers – citizen – Highlands

Governing Board Members Absent:

Ann Ryals – citizen – Desoto
Gloria Davis – citizen – Hardee
Diana Youmans – citizen – Hardee
Marion Davis – citizen – Okeechobee

Also Present:

Jonette Myers – Okeechobee Children’s Librarian
Frances Way – Ortona Library – Glades
Linda Waters – Desoto Librarian
Cheryl Williams – Wickes, Brown, Williams & Co.
Julie Fowler – CliftonLarsonAllen
Maria Chenique – Highlands Librarian
Mary Booher – Glades Librarian
Vicki Pontius – Director Leisure Services – Highlands

2 and 3:

Additions to the Agenda/Agenda approval

Motion to approve Agenda was made by Margaret Dewey and seconded by Jeanette Peeples and unanimously passed.

4. Approval of Minutes of previous meeting:

Motion to approve previous meeting was made by Rick Knight and seconded by Margaret Dewey and unanimously passed.

5. Approve meeting dates for 2017:

Motion to approve Meeting Dates for 2017 as follows: February 15, 2017, May 17, 2017, August 16, 2017 and November 15, 2017, was made by Rick Knight and seconded by Margaret Dewey and unanimously passed.

6. FY16 AUDIT BY CLIFTONLAROSONALLEN LLP

Julie Fowler stated that the reason for draft form of audit is that the portal was not available for final document at this time. She went over the audit with Board members and wanted Board members to review the following:

Corrected misstatements: An accrual was estimated for the portion of the annual book leasing agreement that is generally due before year end and paid after year end. It was determined after year end that lease would be discontinued. Accrued expenses and rents and leases expenses were overstated by \$7,010.00.

Other audit findings or issues:

Internal control over purchasing, accounts payable and cash disbursements is most effective when there is a clear separation of duties between the person involved in purchasing, the person approving invoices for payment, and the person signing the checks. It is best business practice to adopt written policies and procedures that achieve these goals. The Cooperative's current purchasing policy describes when a purchase requires quotes (over \$10,000) or sealed bids (over \$20,000) but the policy does not establish thresholds for approving purchases under \$10,000. For example, purchases between \$1 and \$2500 may only require coordinator approval, between \$2,501 and \$5,000 Board chair or treasurer approval, between \$5,001 and \$10,000 may require board chair and treasurer approval. The policy should also address the authorization for payroll related expenditures, recurring purchases and contracts approved by the board prior to purchase.

7. FY 17 accounting update by Wicks, Brown, Williams & Co.

Cheryl Williams went over the financial statements presented to the Board and stated that they will have invoices paid on a timely basis. Treasurer Don Elwell requested monthly financial statements be sent to him.

Coordinator Kresta King requested that the Board approve a line item move for Polaris from repair and maintenance to a separate line item. Cheryl Williams, accountant, said she could create an account for Data Base Services under software renewal line item. Motion was made by Don Elwell to approve new Data Base Services line item for Polaris and seconded by Rick Knight and unanimously passed.

Coordinator Kresta King requested that the Board approve signers for the Suntrust Bank accounts. Motion was made by Rick Knight for the following signers: Donna Storter-Long Chairman, Mary Myers, Vice Chair, Don Elwell, Treasurer and Kresta King, Coordinator. Motion was seconded by Julie Perry and unanimously passed.

Coordinator Kresta King requested that the Board approve the following people for use of Credit Card with Suntrust Bank as follows: Kresta King, Paul Ramponi, Frank Phillips, Agnes Guinn, Erik Alvarado, James Whidden. Authorization is up to \$1,000.00, over \$1,000 needs approval by Chairman and Treasurer. Motion to approve signers for credit card was made by Julie Perry and seconded by Don Elwell and unanimously passed.

Coordinator Kresta King requested the Board's approval for obtaining a second credit card with Suntrust Bank with the same account number. Motion was made to obtain second credit card by Don Elwell and Seconded by Rick Knight and unanimously passed.

8. Annual Plan of Action

Coordinator Kresta King went over the Annual Plan of Action and discussed; technology changes; purchase of new computers, server and switches; increase of internet speed; investigating alternatives to Polaris database; continuing courier service to all seven libraries; partnering with our respective school systems to share our Baker & Taylor e-books via a new program called School Share.

9. Statistics Update

Coordinator Kresta King went over the Statistics Update with Board members. It was noted that there has been an increase in circulation. Board members requested a monthly statistic report.

10. Ortona Library Glades County by Librarian Fran Way

Guest, Fran Way discussed the library in Ortona which is strictly a volunteer library; it is not computerized and relies solely on donations. The system is self-sign (for borrowing and returning) books. Collection is 1500 to 2000 items, primarily fiction. It was established in 1993, and is a non-profit organization. She also stated that any donations that the cooperative could give to them would be greatly appreciated, especially fiction items new within the last 10 years.

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11. Members Comments:

Members agreed that the new goals for the next year are very exciting.

12. Next Meeting date: February 15, 2017.

ADJOURNMENT: 11:44 a.m.

Respectfully submitted,

Agnes Guinn