

HEARTLAND LIBRARY COOPERATIVE BOARD MEETING

October 27, 1997

HLC Governing Board members present: Chairman Jeri Canale, Perry Newport, Jeanne Renton, Highlands Co.; Charles Evans, Paul Erickson, DeSoto Co.; Bonnie Dyga, Marilyn Buxton, Okeechobee Co.; Gloria C. Davis, Hardee Co.

Board members absent: Diana Youmans, Walter Olliff, Jr., Hardee Co.; Clois J. Harvey, Okeechobee Co.; Charles Evans, DeSoto Co.

Other Attendees; Mary Myers, Cooperative Coordinator; Merry Cresswell, Lake Placid Librarian; Don Obrakta, Hardee Librarian; Elizabeth Kenney, DeSoto Librarian; Ed Kilroy, Okeechobee Librarian

Chairman Jeri Canale called the meeting to order at 10:02 a.m. Public notice was read. Notices were faxed to all cooperative libraries for posting.

AGENDA ADDITIONS

Cooperative Coordinator Myers asked that time for her comments be added to the agenda. The final addition to the agenda is to be an announcement. Jeanne Renton moved the approval of these agenda additions, seconded, and approved by voice vote. Minutes of the September 10, 1997 board meeting were moved for acceptance by Paul Erickson, seconded, and approved by voice vote.

FRAME RELAY AGREEMENT

The board was given copies of the Agreement. Coordinator Myers noted that we will see savings of at least \$9,000 on phone costs because of the Florida Telecommunications Act, including reduced rates on adding voice phones in the future. As of January 1st, a possible 90% reduction of recurring costs will be in effect due to the implementation of the Federal Telecommunications Act. Another contract with Sprint will be negotiated after January 1st, 1998 which will reflect the federal act provisions. Our service lines will now carry mostly library data and the speed of transmission will be greatly enhanced. Mary asked the board for approval of this agreement. Bonnie Dyga moved that approval be given, seconded by Jeanne Renton, and carried by voice vote.

LSTA (LIBRARY SERVICES AND TECHNOLOGY ACT) GRANT APPLICATION

This second project year request for \$55,000 is to continue to enhance the links to information services. The special project in this application is a downlink via satellite to

enable the libraries to record training sessions and seminars and distribute them to our libraries. The cooperative's project plan provides for public services, human resources development, facilities and equipment, administrative and support services, and community relations. Already budgeted is the required \$7,000 local contribution to the project (in the amount of budgeted salaries paid to those working on this project).

Bonnie Dyga moved the board approved this LSTA Grant Application, authorizing the staff to incorporate the \$55,000 into the budget if and when these funds are received.

The motion was seconded, and approved by voice vote.

LINE ITEM BUDGET AMENDMENT AUTHORITY AND LIMITS

The board agreed that they did not want to have another county's policies forced on the cooperative for a lack of our own policies. Bonnie Dyga commented that we have a performance based budget, meaning that the coordinator has the authority to do what needs to be done as long as the budget is not exceeded. It was moved by Perry Newport that the Cooperative Coordinator be given the authority to move funds within line items and expend the budget as long as the total budget isn't exceeded. This motion was seconded by Barbara Smith, and approved by voice vote.

PAY SCALE REVISION FOR NETWORK SERVICES MANAGER POSITION

Cooperative Coordinator Mary Myers discussed with the board the greatly expanded workload of our Network Services Manager. We now have more than 100 workstations, more web sources, more of everything than what was in the original job description. We need to rewrite the description to include a requirement for a Microsoft Network Services certificate. There are only 14,000 Microsoft certified people in the U.S., and we are fortunate to have one of them. Our pay scale, however, is much lower than what is being offered even in our own county. The Highlands County Clerk of Court has a network manager over just their one system and they offer a starting base of \$43,000. Coordinator Myers recommended that the board raise the starting salary for this position to \$43,000. Mrs. Myers felt that each of the 6 libraries could contribute \$3,000 out of their cooperative book monies and easily come up with the extra salary. Also recommended was that the title for this job to be changed to Network Services Director, leaving the door open for a technical services person to repair equipment at some future date. The board agreed that the job title needed to be changed. Mary asserted that our

current employee has saved the cooperative thousands of dollars by his expertise. She said that the vendors quoted very high prices to install our system: Interface Electronics wanted \$182,000 plus expenses, and Gaylord Information Systems asked for over \$200,000 plus expenses. The cooperative actually spent \$93,000 because of our network manager's experience and ability. Automation is our top goal and one way to keep it running smoothly is to have a top quality network person heading the network. Librarian Ed Kilroy commented that we had no idea how fast we would arrive at our goals. He felt this position is a critical staff position and said that all the librarians felt we needed the best we can get. Several ideas were discussed concerning the position, such as putting the director under contract, tying the raise to an evaluation, or giving a good-faith raise while we looked at the job duties more carefully. After much discussion, the board consensus was that without a pay range and job description developed to our needs, including length of experience and customer service expertise, and comparable to other municipal or library network services directors, it wouldn't be right to offer a determined salary amount. The board agreed that any salary offer would be for the position, not the man, and would strive to keep us competitive. Chairman Jeri Canale requested that, if we make our Network Services Manager a Director, he be requested to attend the board meetings, making himself available to answer any questions by the Board. Bonnie Dyga moved that on an interim basis we offer \$5.00 per hour more (approximately \$10,000 a year), as a good faith offer to begin immediately, continuing until we develop a new job classification description and pay range. The motion was seconded by Barbara Smith, and carried unanimously by voice vote.

EVLAUATION OF EMPLOYYES

The Board felt that all Cooperative employees needed an annual evaluation, to include the Coordinator, Courier, Network Services Director, and the Administrative Secretary. The Board has no evaluation criteria at this time and requested the Coordinator to supply job descriptions and suggestions as to evaluation material. A committee to look at evaluations was appointed, some, not at this meeting, are to be contacted to serve: Jeri Canale, Barbara Smith, Walter Olliff, Jr., Perry Newport, and Clois Harvey, with an ex-officio librarian Don Obrakta. The committee will look at developing the format of the evaluations at 9:00 a.m., before the November board meeting.

COMMENTS: LETTERS OF SUPPORT TO LEGISLATORS

Mary handed out information on our two construction projects (Hardee and Highlands), containing the ranking of the projects and addresses of our legislators. She asked that the board members ask their local legislators to lobby the Secretary of State, Sandra Mortham. Mrs. Myers said she would fax a sample draft letter to the librarians who would get it to their board members. Perry Newport asked for his on a disc.

COMMENTS: LIBRARY AUTOMATION PROJECT

Coordinator Myers announced that training on Graphical Galaxy was continuing at the Sebring Library this week. Bar coding is about 50% complete at Okeechobee, and DeSoto has yet to begin.

CORPORATE CREDIT CARD

The Coordinator asked the Board to allow her to apply for a corporate credit card to be used for hotel registration, seminar pre-registration and changing gasoline on approved trips. We'll check with SunTrust where we now bank. The Board felt that this card should be free. Paul Erickson moved that the coordinator apply for a free corporate card, seconded by Perry Newport, and approved by voice vote.

Next Meeting Date set for November 26, 1997, 10:00 a.m. at Lake Placid Library. 9 a.m. set for evaluation committee meeting, substituting Paul Erickson for Barbara Smith, due to her inability to attend that meeting. Perry Newport invited all members to attend the current running Highlands Little Theatre product "Godspell."

The Board was adjourned at 11:35 a.m.

Respectfully submitted,

Carolyn L. Hesselink

Administrative Secretary