

## HEARTLAND LIBRARY COOPERATIVE BOARD MEETING

January 21, 1998

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

Board members absent: Walter Olliff, Jr., Diana Youmans, Hardee Co.; Charles Evans, Barbara Smith, DeSoto Co.

Other Attendees: Lake Placid Librarian Merry Cresswell, Okeechobee Librarian Ed Kilroy, DeSoto Librarian Elizabeth Kenney, Cooperative Coordinator Mary Myers, Highlands Co. Finance Dept. employee Charlie Lairsey, auditor Mike Carter, and Administrative Secretary Carolyn Hesselink

Chairman Jeri Canale called the meeting to order at 10:00 a.m. Public notice was read. There were no additions to the agenda which was moved for acceptance by Clois Harvey, seconded by Paul Erickson, and approved by voice vote. The November minutes were moved for approval by Bonnie Dyga, seconded by Gloria Davis, and approved by voice vote.

### COORDINATOR' REPORT

A new addition to this report is the IntraLibrary Loan totals. Coordinator Myers noted that these figures help librarians to see where they need to build their collections...what is being borrowed. This report shows the December statistics which all libraries collected on a daily basis using a newly created form. It was suggested that a sample be taken regularly to see exactly what areas are borrowed the most by each library. Mary will look into getting this done, perhaps once a month, if feasible. Perry Newport moved approval of the report, Clois Harvey seconded, and the motion carried.

### MIS REPORT

Our MIS (Management Information Systems) Director, Marcellus Mason, could not be here today as he was in a meeting with school board officials and librarians discussing the discounts available for telecommunications. We plan to increase our bandwidth to full T-2, but we'll be decreasing the cost to us. This discount also applies to basic phone service to our libraries. Coordinator Myers informed the board that the individual library directors needed to apply for their library's discounts when phone bills are paid for by

local funds. The amount of local discount is based on how many children use the school lunch program in a county school system. The federal trust fund will pay the vendors the 80% within 45 days of billing, and the libraries will pay the remaining 20%. All library directors in our cooperative will meet with Marcellus and then fill out the necessary forms. The MIS Director's report made clear the need for more basic and advanced training for the library staffs in Windows and Internet. Coordinator Myers noted that our Tampa Bay Library Consortium offers training periodically. The board consensus was that our learning curve has been pretty fast, the staffs will get better with time, but we are asking for a higher level of skills now than in the past when we hire staff. Hardee's Florinet grant must be expended by this fall and some of this money may be used for staff training, also. We're getting benefits from all the equipment we have purchased, but maybe not the optimum benefit. Ed Kilroy commented that some of these problems will disappear as we get more practice. TBLC classes are mostly free because of the type of membership the Cooperative has purchased. Mary said that she would recommend using our Lake Placid meeting room and scheduling it for training sessions. One thing coming out this week is a basic Windows questions brochure, put together by one of our experienced computer volunteers, to be given to all the library staff. Perry Newport moved approval of this MIS report, seconded by Paul Erickson, carried by voice vote.

#### BOARD MEMBERS FOR 1998-99

Librarian Ed Kilroy of Okeechobee Co. announced that board member Bonnie Dyga is moving to a new position outside the Heartland Library Cooperative. The board thanked for her dedicated service. Bonnie said we have shown her a good role model for a consortium. Okeechobee County will appoint a new board member soon. DeSoto County Commissioners reappointed their current members to the governing board. Coordinator Myers asked the other counties to give their written reaffirmation of governing board members. Gloria Davis said she had heard from Diana Youmans and Diana, who has missed nearly all the meetings, has asked to be retained on the board. Perry Newport recommended Joyce Bodie if another person from Hardee was considered. The secretary was instructed to send Mrs. Youman's last month's minutes.

#### AUDITOR'S REPORT

Mike Carter from Dorrell, Hancock and Carter, along with Charlie Lairsey from Highlands County Finance Dept., presented his draft report. He termed the audit report as a “clean opinion” of the Cooperative for this past year. Discussing the report, Mr. Carter mentioned that “deferred revenue” refers to monies carried forward from unspent grants, including interest earned. With our total revenue from grants, revenues will always equal expenditures for a given year. Concerning equipment insurance, since the equipment is on permanent loan to the various libraries, a cover memo with a copy of the inventory will need to go to each county administrator. They recommended each county add the equipment to their own insurance coverage. The cooperative will pay for the van insurance only. Permanent inventory tags are on order and will be given to the various libraries as soon as they are received. The board thanked the auditors for their presentation. A copy of the finalized audit will be sent to all board members.

#### INTERLOCAL AGREEMENT

This agreement for 1998 authorized the Cooperative to borrow \$30,000 for a short term and repay it with interest to the Highlands Co. Board of Co. Commissioners. Bonnie Dyga moved to approve, Clois Harvey seconded, and approval was by voice vote.

#### LEGISLATIVE DELEGATION

Representatives from our legislators will be attending various county commission meetings. The board members are reminded that these people need to hear about the construction projects which need funding in Hardee and Highlands counties. Perry Newport agreed to attend the Highlands Co. BCC meeting on Jan. 26 to be our representative to the delegation at that meeting.

#### FLORIDA LIBRARY DAY

Library Day in Tallahassee is March 17 and 18. Mrs. Myers announced that cooperative would be scheduled for this trip, enabling us to take up to six people (board members, library advisory committee members, and/or interested citizens). Jeri Canale of Highlands Co. and Clois Harvey of Okeechobee Co. indicated they wish to attend.

#### HARDEE COUNTY LIBRARY

Coordinator Myers announced that Don Obrakta has been terminated. Our directors and staff may be asked to pick up the slack on responsibilities to do with grants and State Aid until another librarian is hired.

Next board meeting is set for Wednesday, February 18th, 10:00 a.m. at the Lake Placid Memorial Library meeting room.

The Board adjourned at 11:25 a.m.

Respectfully submitted,

Carolyn L. Hesselink

Administrative Secretary