

HEARTLAND LIBRARY COOPERATIVE BOARD MEETING

October 12, 1998

HLC Governing Board voting members present: DeSoto County-Paul Erickson, Barbara Smith; Hardee County-Walter Olliff, Jr., Gloria Davis; Highlands County-Perry Newport; Okeechobee County-Robbie Clarke, Clois Harvey

Board members absent: DeSoto County-Charles Evans; Hardee County-Diana Youmans; Highlands County-Jeri Canale, Jeanne Renton; Okeechobee County-Marilyn Buxton

Other Attendees: Mary Myers, Carolyn Hesselink, Merry Cresswell, Sue Rood, Ed Kilroy, Diane Hunt, Elizabeth Kenney

The meeting was called to order by acting chairman Perry Newport at 10:09 a.m. After declaring a quorum, he turned the meeting over to Coordinator Myers. The secretary read the posted notice of our meeting, then Mrs. Myers asked for two additions to the agenda; approved of the minutes of the previous meeting, and approval of the audit contract. Paul Erickson moved to accept the additions, seconded by Walter Olliff, Jr., and passed. Robbie Clark asked for a change in the minutes to reword the last sentence to say "DeSoto and Highlands will appoint new commissioners to serve on our board". Clois moved to accept the minutes as revised, Paul Erickson seconded the motion and it was passed by voice vote.

NEW BUSINESS

Born to Read Coordinator

Two positions on the Cooperative staff are ready to be filled. The Born-To-Read Coordinator position has 3 qualified applicants. Because the first place applicant is the daughter of a soon-to-take-office commissioner, the county attorney indicated there may be problems. The committee noted that the original budgeted salary in the grant of \$20,119 was said to be too low by all three applicants and Mrs. Myers asked the board to give her flexibility to raise it up to a maximum of \$22,000. The cooperative would pay the extra money out of the contingency fund which is in excellent shape. The salary also includes health benefits and travel payment of .29 a mile. Since the work would not really begin until November and, therefore, makes this grant year only 11 months, the board felt that the salary could be amortized. After some discussion, the board also

agreed that it would be worth a second talk with the county attorney concerning the employment of the best qualified candidate. Clois Harvey moved to offer \$22,000 (amortized) to the first candidate (Johanna) after a consultation with the county attorney. If this family relationship prevents employment, then the committee is to go with the second choice (Joyce) or the close third ranked applicant (Carol). Seconded by Robbie Clark, and passed by voice vote.

Technology Coordinator

Mrs. Myers told the board that this position was a “friendly face between the technology and the library staffs”. She recommended a current employee, Leslie Wood for the position, raising his pay grade from an 8 to a 15. He will continue taking training, but is already familiar with the current technology and able to help library staffs on many of their problems. Clois Harvey moved to accept Mr. Wood for the position, seconded by Paul Erickson, and passed by voice vote.

Technology Committee

The Coordinator felt she was often the only check point on new ideas proposed by our MIS director and other technology oriented people. She told the governing board that a balance is needed and felt that a committee of librarians and board members would be a better sounding board for new ideas. Perry Newport noted that he written a memo to the Coordinator because he wanted to make sure that the MIS director was not the only one who knows how we operate. Paul Erickson moved we appoint 4 library directors, 2 technical persons (MIS Director and Technology Coordinator) Perry Newport and, optionally, a second board member, to this committee. Walter Olliff, Jr. asked how often the Coordinator communicated with the other librarians. Mary answered that she talked with them nearly every day, but this was another level of help. Barbara Smith seconded the motion and it passed by voice vote.

Evaluation Committee

The board was reminded that the Coordinator evaluates all Heartland employees, both part-time and full time, and the board evaluates Mary as the Coordinator. Members felt a written evaluation was needed and that all members should participate. Clois Harvey suggested that all members, including librarians, be mailed an evaluation form. The completed evaluation form would be given to that county’s committee representative.

The committee would tote up the points and present the findings to the board at their next meeting. It was decided that one person from each county should be on the evaluation committee which will meet at 9:30 a.m. on December 16, at Lake Placid Library. Chosen to serve on the Evaluation Committee for 1998 were: DeSoto County- Paul Erickson; Hardee County-Diane Hunt; Highlands County-Perry Newport; Okeechobee County-Ed Kilroy. Walter Olliff, Jr. moved we accept those chosen to serve on this one-time committee, seconded by Clois Harvey, and passed by voice vote.

Contract for Annual Audit

Dorrell, Hancock and Carter's contract was given to board members. Their fee remains the same range as last year (\$4,500-\$5,500). Our 1997 fee was less than that, but it is expected that they will have more to do with all the grants and purchase orders we had this past year. In answer to Walter Olliff, Jr's equerry, they will be doing a qualified audit to help us keep our books straight. We have budgeted \$5,500. Barbara Smith moved we approve Dorrell, Hancock and Carter as our auditors for this year, seconded by Clois Harvey, and passed by voice vote.

NEXT MEETING IS SET FOR DECEMBER 16 (3RD WEDNESDAY), 10:00 A.M., LAKE PLACID MEMORIAL LIBRARY meeting room.

Clois moved for adjournment at 11:05 a.m.

Respectfully submitted,

Carolyn L. Hesselink

Administrative Secretary