

## HEARTLAND LIBRARY COOPERATIVE

September 27, 2006

HLC Governing Board members present: DeSoto—Paul Erickson, Felton Garner, Ann Ryals; Hardee—Gloria Davis, Elinor Batey; Highlands—Perry Newport, Jeanne Renton; Okeechobee—Robbie Chartier, Elvie Posey, Marion Davis. Librarians: E. M. Kenney, Diane Hunt, Fred Lohrer, Margo Taylor, Michael Pate, and Coordinator Mary Myers, plus guests Carl Cool and NCT Group's Mike Carter and Julie Fowler.

Chairman Erickson called the meeting to order at 10:02 a.m., with Commissioner Garner giving the invocation, followed by the pledge of allegiance. Notice of public meeting was read. Robbie Chartier moved and Commissioner Posey seconded the motion to approve the addition of financial services added after item 6 on the agenda. Carried unanimously. Mrs. Chartier moved, and Mrs. Ryals seconded the motion, to approve the minutes and that carried unanimously.

### COORDINATOR'S REPORT

Mrs. Myers noted that the new statistical report the board receives would include a printout of our current financial status. The board was informed that Chairman Erickson now approves all the checks and budget amendments, which are then sent on to the Budget Office and Finance. Mrs. Chartier moved that the board approve the Coordinator's Report, seconded by Jeanne Renton, and carried unanimously.

### NEW BUSINESS

Mike Carter presented the arrangement letter for the 2007 audit by NCT Group and introduced the manager of the Sebring office, Julie Fowler. Mrs. Chartier moved its acceptance, seconded by Comm. Posie, and carried unanimously.

Highlands County Administrator Carl Cool commented on the letter from the Highlands Clerk of Courts declining to do business in fiscal year 2006-07 with the Cooperative. He will address the negative statements made. Mrs. Myers and Admin. Cool talked to the board members about our urgent need for an accounting firm on a temporary basis until we can do an R.F.P. to take over on a more permanent basis. We are now paying the Clerk of Courts about \$10,000 a year for their bookkeeping and oversight of our finances and inventory. Myers told the board we would pay Highlands County per the Interlocal Agreement to do the request for proposals and hire the accounting firm.

Mr. Cool suggested we use Highlands County's professional services acquisition committee of five, and add to it cooperative representatives to interview any qualified firms. Selected to serve on the committee: Robbie Chartier, Guy Maxcy, Gordon Norris, and Paul Erickson.

Mr. Cool recommended we formulate an interim engagement letter as soon as possible. Mrs. Chartier moved that Paul Erickson work with Mary Myers and Carl Cool to put together this letter, seconded by Jeanne Renton, and carried unanimously. This interim accounting firm would be signing our State Aid Agreement for Heartland.

Mike Carter suggested we go back to issuing our own purchase orders. Mrs. Myers noted our need to revise our Interlocal Agreement (now ten years old), to be more specific. All four county commissions would need to approve it, including the county attorneys. Mr. Cool agreed that we could continue to occasionally use Highlands County's attorney, Ross Macbeth, for legal services. Mrs. Myers felt that her job description should be altered to document her duties as Cooperative Coordinator, and our Interlocal Agreement should mention the length of appointments to the board. Mrs. Chartier asked that the Chairman's new duties also be listed, all to strengthen the cooperative.

Mr. Cool assured the board that all five Highlands County commissioners are very supportive of the cooperative. His reply letter to the Clerk will document the many changes the cooperative has made.

An Interlocal Committee to rewrite our document was chosen: Robbie Chartier, Paul Erickson, and Mary Myers, with the understanding that Mr. Cool and the various county lawyers could also look it over. Board members were encouraged to send in any comments.

#### BUDGET REVIEW AND ADOPTION

Verbal changes made to the budget handout: fee for outside audit 53200 increased to \$7,200; account 55206 Prime Time donations (Hardee County) in the amount of \$517; reduction in 55201 of \$11,135; line item Other Charges retitled Financial Services. It was noted that we could have 2 set-up fees by accounting firms. Mrs. Myers will ask for the inevitable budget changes as needed. This budget includes three grant applications: CLIC for DeSoto, Hardee, and Highlands counties. Perry Newport moved the adoption of this budget, seconded by Ann Ryals, and passed unanimously.

Mrs. Ryals moved to approve the Heartland grant agreement application, seconded by Mrs. Chartier, and carried unanimously.

#### INTERNET FILTERING

Congressional action is in the works on a law called DOPA (delete on-line predators act), which will require all those entities receiving federal funds to filter primary social sites, including Myspace, among others. Coordinator Myers told the board that the cooperative librarians have already agreed to do this. She asked the board to affirm their decision to filter these social networking sites. Comm. Posey moved this action, seconded by Mrs. Renton, and carried unanimously.

NEXT MEETING DATE OCTOBER 18, 10 A.M., tentatively Lake Placid Library.

Adjourned at 11:23 a.m.

Respectfully submitted,

Carolyn Hesselink, Administrative Secretary

