

## HEARTLAND LIBRARY COOPERATIVE

November 28, 2007

HLC Governing Board members present: DeSoto---Ann Ryals, Paul Erickson, Felton Garner; Hardee---Gloria Davis; Highlands---Perry Newport; Okeechobee---Marion Davis. Not present: Gordon Norris, Elinor J. Batey, Guy Maxy, Jeanne Renton; Library Directors present: Elizabeth Kenney, Kresta King, Patti Lang, Mary Myers. Others present Michael Pate.

Chairman Paul Erickson called the meeting to order at 10:00 a.m. with Felton Garner leading in the invocation and the pledge following. The secretary read notice of public meeting. Mrs. Myers requested an addition to the agenda. Ann Ryals moved approval of the agenda with the revision, seconded by Felton Garner and approval was passed by voice vote. Gloria Davis moved the approval of the written minutes, Felton Garner seconded the motion, and approval was passed by voice vote.

Coordinator Mary Myers offered her report.

Notes:

Highlands County Board of County Commissioners finally adopted Heartland Library Cooperative Interlocal Agreement on October 2, 2007. The vote was three in favor; two opposed.

Adopted budget FY 2007-2008: The cash carry forward can be used as contingency. Salaries, Overtime, and Benefits are now listed separately allowing a better control. Heartland Coop. has a separate cost center, which will allow keeping better internal controls. As a result of the findings of the Highlands County Audit, Coordinator Mary Myers is not signing the checks anymore. Chairman Paul Erickson and Treasurer Robbie Chartier sign the budget and the checks.

Question by Perry Newport: Has the HCBCC any access to the Heartland Coop.'s money? Answer by Mary Myers: No. Heartland Library Cooperative's money is in a separate account and the only authorized signatures are Paul Erickson's, Robbie Chartier's, and Mary Myers'.

After July 3M will no longer provide us with their services. Invisionware is being considered. This system partners with Polaris and big libraries are using it to their satisfaction.

Annual Plan of service and budget for FY 2008: This short-term plan is due every year to the State Aid.

Under services, buying agent: the main interest is to look for the best prices, best deal possible when buying the materials.

Perry Newport moved approval of the Annual Plan of Service and FY 2008, seconded by Gloria Davis and approval was passed by voice vote.

CLIC grant agreement for Hardee: Of the three Counties that submitted applications for CLIC grants, Hardee's was the only one approved. They asked for \$10,000, but they were granted \$8,000. Ann Ryals moved approval of the Hardee CLIC grant, Felton Garner seconded, and approval was passed by voice vote.

Discussion of Unique Management Services: uncollected fines and fees, overdue materials. A one-time investment of \$3,500 is needed to buy a component that will allow Polaris to give Unique the information they need to proceed. Unique will collect and will keep a percentage (to be agreed upon) to cover their services. Libraries should negotiate with their respective counties that the money recovered by Unique be put towards their book budget. Libraries will have to update their database making sure each item has a price. Materials being processed at the Sebring Library since the audit, show the discounted price. The other libraries will have to decide if they'll use the list price or the discounted price they got the materials for. The discounted price will not necessarily be the price available when replacing an item. It was agreed that Mary Myers will write a proposal for the counties about Unique Services and present it to them at their convenience, so they can decide. This will mean another revenue for the counties and, except for the initial investment in the component, it will pay itself. (Perry Newport doesn't want any inflexible application of any policy. He wants to make sure conflicts are avoided; he doesn't want to put heat on the commissioners from the patrons. So Mary will show Perry the proposal first.)

Discussion Independent Special District: The Heartland Cooperative is by law a Special District with autonomy. It could very well be physically divided from Highlands Co. Special Districts, like Sun 'n Lakes in Sebring, can have their own employees, and through the FRS (Florida Retirement Services) they can also provide them with benefits. Outside audits would have to go through the public records request law to access Heartland's records, and the Cooperative would decide when and with whom to run an internal audit if they deem it necessary. Highlands County is only providing the Cooperative. with physical space and staff. If a decision were made to stand alone as an entity the Cooperative would have to hire a full time Coordinator (who by law has to be a librarian with an MLS) that could probably also do the secretarial work, and would also have to hire a Computer support/network administrator, and a Courier. Gloria Davis and Ann Ryals wanted to know if there's enough money for that. The Cooperative aid will not be cut. (But we already know the local money will go down affecting our books budget, etc.) Paul said it's an option they have to think about. Perry Newport likes the idea of independence but is afraid of the process. The auditors wanted Highlands County to get autonomous of the Cooperative but they couldn't possibly do it. The Cooperative provides them with all the equipment.

Legal opinion: The legal opinion from Ross Macbeth, County Attorney was recently received. After reviewing the audit findings, documentation provided, and additional documentation deemed relevant, he addressed only those issues that required legal analysis finding that: there has been no commingle of work or money, there's no need to separate the Cooperative.

Addition to the agenda: Professional duties, FLA lost funding. A year membership for FLA, with one person going free once a year to the conference, is \$300.00. Individual memberships are \$100.00 plus the cost of the registration. The dues that the Coop. already pays to TBLC cover for ILL and continuing education programs. PLA (subgroup of FLA) membership is more expensive (around \$1,200.00 for one person to go in the spring to Minneapolis). It's a better conference because is about public libraries only. Paul Erickson said they should not set it as precedence but to do it while there's money and asked Mary Myers for her recommendation. Mary Myers' recommendation was to have the two new librarians, Kresta King (Okeechobee) & Patti Jean Lang (Hardee) go to the PLA conference this fiscal year and report back afterwards. Perry Newport moved the approval of Mary Myers' suggestion, Paul Erickson seconded and approval was passed by voice vote.

The NEXT MEETING of the board was set for WEDNESDAY, JANUARY 16, at Lake Placid Memorial Library at 10:00 a.m. The board adjourned at 11:15 a.m.

Respectfully submitted,

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