

HEARTLAND LIBRARY COOPERATIVE  
Meeting Minutes  
September 21, 2011

HLC Governing Board members present: Archbold-Fred Lohrer; DeSoto – Commissioner Judy Schaefer, Mandy Hines Ann Ryals; Councilman Debra Worley; Commissioner Don Elwell; Okeechobee –Commissioner Margaret Garrard Helton, Robbie Chartier; Commissioner Jeanette Peeples; also present: Librarians Mary Booher, Lorel Reinstrom Patti Lang, Lorel Reinstrom and also present Cooperative Coordinator Mary Myers ; absent Terry Atchley, Gloria Davis, Diana Youmans, June Fisher, Kresta King, Marion Davis, DonnaStorter-Long, Julie Perry.

Commissioner Judy Schaefer, called the meeting to order at 10 a.m. Robbie Chartier open with prayer and lead in the pledge to the flag. Chairman Judy Schaefer moved to approve the agenda. Motion was made by Robbie Chartier. It was seconded by Margaret Helton and passed unanimously. The minutes of the previous meeting were moved for approval with a motion by Mandy Hines and seconded by Robbie Chartier.

#### COORDINATOR’S REPORT

Coordinator Mary Myers presented her reports including the financial report. The cooperative has established an account with GovDeals. We were able to sell our old courier van for \$492 and some desk-jet printers for \$266 through a GovDeals auction. Our next in-service day is scheduled for October 10, 2011. The theme of the day will be “Good Customer Service (When Everyone is Mad)”. We have upgraded Polaris from version 3.5 to 4.0. Polaris 4.0 is a step forward in capabilities and ease of use for both staff and the public. Motion was made by Robbie Chartier to approve the Coordinator’s report and financial report. It was seconded by Commissioner Jeanette Peeples and passed with unanimous approval by the Board.

#### NCT GROUP, FY11 AUDIT LETTER, APPROVAL

NCT Group is now Larson Allen. They will audit the financial statements of the governmental activities and the general fund, which comprise the basic financial statements of Heartland Library Cooperative as of and for the year ended September 30, 2011. Motion was made by Robbie Chartier to approve NCT Group FY11 Audit letter and seconded by Mandy Hines. It was passed with unanimous approval by the Board.

#### CARLOS R. ROMAN, CPA, ENGAGEMENT LETTER APPROVAL

Coordinator Mary Myers presented Carlos R. Roman’s engagement letter for 2012 which sets out that his estimated amount is \$336 lower than 2011. Motion was made by Robbie Chartier to approve Carlos R. Romans’ engagement letter and seconded by Commissioner Don Elwell. It was passed with unanimous approval by the Board.

#### APPROVAL OF STATE AID APPLICATION FY011

Coordinator Mary Myers presented State Aid Application FY011 for approval. Motion was made by Judy Hines to approve State Aid Application FY011 and seconded by Margaret Helton and passed unanimously.

#### ADOPTION OF FY12 BUDGET AND ANNUAL PLAN OF SERVICE

Coordinator Mary Myers presented the annual plan of service and budget. The major emphasis for Fiscal Year 2012 is providing technology support for all cooperative libraries. The lease books will continue but limited to two books per library. After discussion Motion was made by Robbie Chartier to approve FY12 budget and annual plan of service and seconded by Commission Don Elwell. Said Motion was approved by the Board.

#### RESOLUTION ADOPTING THE CURRENT AND FUTURE POLICIES, PROCEDURES AND FEE SCHEDULES OF THE HEARTLAND LIBRARY COOPERATIVE.

Judy Hines discussed the reason for this resolution and presented it to Mary Myer as a courtesy. That she found there was no paper trail and by adopting this resolution it would help in future policies for fees.

#### MEMBER COMMENTS

Councilman Debbie Worley talked about the expansion at the Sebring Library and that everyone should go in and see the work that was done and how much room there is. Also Judy Hines would like to thank everyone for their guidance.

The next Board meeting is scheduled for November 16, 2011 at the Lake Placid Memorial Library at 10:00am.

The Board adjourned at 10:40a.m.

Respectfully submitted  
Agnes Guinn