

HEARTLAND LIBRARY COOPERATIVE

MEETING MINUTES

MAY 18, 2016

HLC Governing Board members present: Margaret Dewey citizen Highlands County; Vicki Pontius Highlands County; Marion Davis Okeechobee citizen; Albie Scogins Director Okeechobee; Julie Perry Glades citizen; Margaret Garrard Helton Okeechobee Commissioner; Donna Storter-Long Glades Commissioner; Gloria Davis Hardee citizen; Diana Youmans Hardee citizen; Gabriel Quave Desoto Commissioner; Jeanette Peeples citizen Glades county; Don Elwell Highlands County Commissioner; Librarian Dee Shackelford Hardee County; Maria Chenique Lead Librarian Highlands County; Linda Waters librarian Desoto County; Kresta King Coordinator; Paul Ramponi IT Heartland Library Cooperative.

Guest: Julie Fowler CliftonLarsonAllen auditors; Robbie Chartier Okeechobee County Administrator; Carlos Ramon Accountant; Charlie Parker TBLC.

Chairman Don Elwell called the meeting to order at 10am. Invocation and Pledge of Allegiance was conducted by Donna Storter-Long. Notice of meeting was acknowledged. Motion to approve agenda was made by Gabe Quave and seconded by Margaret Garrard Helton and unanimously passed. Additions to Agenda replacement of June Fisher as Chairwoman will be added to new business as number 15, motion for this addition was made by Donna Storter-Long and seconded by Gabe Quave and unanimously passed. Motion to approve minutes from previous meeting was made by Margaret Garrard Helton and seconded by Julie Perry and unanimously passed.

NEW BUSINESS:

Audit update: Julie Fowler went over Audit for the Heartland cooperative. No new accounting policies were adopted and the application of existing policies was not changed during 2015. They noted no transactions entered into by the Cooperative during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period. Motion to approve Audit was made by Gabe Quave and seconded by Margaret Garrard Helton and unanimously passed.

Budget update: Carlos Ramon, accountant for Heartland Cooperative, went over the revenue status report and expenditure status report for the month ending March 31, 2016 and April 30, 2016. After discussion on the Budget update, motion was made to approve this update by Gabe Quave and seconded by Margaret Garrard Helton.

Technology update: Charlie Parker of TBLC stated that they will furnish the Cooperative with two kits for Android and iPad to help patrons learn how to use these devices. Paul Ramponi IT from Heartland Cooperative stated that we have been approved for erate for the 2015-16 year.

Vendor change: Coordinator Kresta King updated the Board on changing from Baker and Taylor to Ingram. The renewals are from July to June. Items from Axis 360 can be migrated to Overdrive. Higher discounts

for multiple copies ordered through Ingram for Pink cart books. Can do a partial renewal for Order Logins until September 30, 2016 to accommodate those of you who have encumbered POs through B&T. Motion to change vendor was made by Margaret Dewey and seconded by Donna Storter-Long and unanimously passed.

Courier update: Coordinator Kresta King updated the Board on the Courier Service. On February 16, 2016, 2 P/T couriers were hired through Manpower Staffing. Coordinator Kresta King requested approval to continue utilizing Manpower for 2 P/T Couriers at a cost of \$36,192.00 annually. Motion to approve Manpower for Courier service was made by Gabe Quave and seconded by Donna Storter-Long and unanimously passed.

Vehicle update: Coordinator Kresta King discussed the change from 2014 Ford Econoline and purchasing a 2016 Dodge Caravan. Since the Econoline was involved in two accidents and the van would need a complete new frame, at that time the van was sold by GovDeals.com and the 2016 Dodge van was purchased. Vehicle insurance was transferred to Okeechobee County.

Policies update: Coordinator Kresta King went over the changes that were made in the policies and procedures. After the Board reviewed said document, motion was made to approve the amended Policies by Donna Storter-Long and seconded by Gabe Quave and unanimously passed.

Interlocal and Bylaws update: Coordinator Kresta King went over the changes to the Interlocal Agreement and Bylaws. After the Board reviewed said documents, a Motion was made by Donna Storter-Long that an amended Interlocal and Bylaws with revisions showing additions and deletions be furnished to Chairman Don Elwell to be reviewed by Highlands County Attorney and brought before the Board on the August 17, 2016, meeting. This motion was seconded by Gabe Quave and unanimously passed.

Due to the Resignation of June Fisher, a motion for Don Elwell as Chairman was made by Donna Storter-Long and seconded by Gabe Quave and unanimously passed. Motion for Donn Storter-Long as Vice- Chair was made by Jeanette Peeples and seconded by Gabe Quave and unanimously passed

Meeting was adjourned at 12:35pm.

Next Meeting August 17, 2016

Respectfully submitted,

Agnes Guinn