

## HEARTLAND LIBRARY COOPERATIVE

May 27, 2009

Heartland Library Cooperative Governing Board (HLCGB) members present: Archbold-Fred Lohrer; DeSoto-Paul Erickson, Ann Ryals; Glades- Jeanette Peeples, Commissioner Donna Storter-Long; Hardee-Gloria Davis, Dianna Youmans, Commissioner Terry Atchley; Highlands-Commissioner Jeff Carlson, June Fisher, Perry Newport; Okeechobee-Commissioner Margaret Garrard Helton. Absences: Commissioner Judy Schaefer, Julie Perry, Robbie L. Chartier, Marion Davis. Others present; Library Directors, Mary Booher, Patti Lang, Elizabeth Kenney; Highlands County Library Assistant Director Michael Pate; Highlands County Library Director/Heartland Library Cooperative Coordinator Mary Myers; NCT Group CPA's, LLC Julie Fowler; Highlands County Friends of the Library Sue Rood.

Chairman Paul Erickson called the meeting to order at 10 a.m.

Ann Ryals gave the invocation and lead in the pledge to the flag.

The Notice of Public Meeting was read.

There were no additions or changes to the Agenda. Motion to approve the Agenda was made by Ann Ryals, seconded by Comm. Margaret Garrard Helton, and the Agenda was approved unanimously by the HLCGB.

There were no additions or changes to the Minutes of the previous January 21, 2009 meeting. Motion to approve the minutes was made by Perry Newport, seconded by Comm. Terry Atchley, and the Minutes were approved unanimously by the HLCGB.

### COORDINATOR'S REPORT INCLUDING FINANCIAL REPORT

Heartland Library Cooperative Coordinator (HLCC), Mary Myers, reviewed the recent legislative action to cut State Funding. HLCC Myers thanked the Board for their support to keep the funding in place. The legislative body responded to the out pouring of e-mails (the count was stopped at 9,000), phone calls (Gov. Charlie Crist's office reported "the phones were melting down"), and the continual stream of people visiting elected officials' offices. It was noted by Fred Lohrer that funding remains a yearly issue. HLCC Myers suggested that at the beginning of the next budget cycle that the legislative body is reminded of the support for the libraries.

HLCC Myers reviewed the Heartland Library Cooperative Expenditure Report, and both Circulations and Visit graphs with the Board. An updated Library System Report through April, 2009 was handed out. It was noted that Glades figures in the System Report reflected that they had recently joined the Cooperative.

HLCC Myers continued her report explaining a new income producing/cost saving, patron friendly, Cooperative leasing program for popular materials that could be implemented. Popular materials would be leased and any extras would be sent back to the company when popularity decreased. HLCC Myers explained that in order to provide Patrons with adequate popular circulation materials it is now necessary to purchase popular material that after a short time are no longer needed, are weeded out of the system, and it is not cost effective. The leased materials would be kept on a separate pink cart and patrons would pay \$1 and would have access immediately to whatever is available on the cart. Patrons would not have to be placed on a list until material is available. HLCC Myers noted that popular

materials have a quick turn around being placed back on the cart timely. HLCC Myers answered questions and is going to continue to explore the matter.

Motion to approve the Coordinator's report was made by Comm. Terry Atchley, seconded by Ann Ryals, and was approved unanimously by the HLCGB.

OLD BUSINESS:

There was no Old Business. Chairman Paul Erickson moved to New Business.

NEW BUSINESS:

Julie Fowler, NCT Group, CPA's LLC presented the annual audit. Ms. Fowler thanked HLCC Myers and the entire staff for their assistance and cooperation in preparing the audit. Ms. Fowler noted that the Financial Status of the Cooperative was in good standing and that the Fund Balance had grown. There were two material findings. Due to a miscommunication and subsequent date entry into the software, there was an error in Capitalization of a fixed asset. The second finding was concerning the accounting for Grants. A change in the Grant check list has been implemented. HLCC Myers agreed to monitor the correction and change.

HLCC Myers requested funding for the reinstatement of the Highlands County Administrative Secretary (HCAS) duties and reimbursement. When the new HCAS was hired, the previous nine percent (9%) of the salary of the position that was funded for Cooperative services (approximately \$3,000) was not funded. The HLCGB did not include the HCAS in the budget because during the Highlands County Library Audit there was a question raised if Highlands County (HC) could fund the 9% to the Cooperative. June Fisher added that she was actively checking to find out if the job description included work for the Cooperative and how HC would handle the situation. HLCC Myers noted that she has been doing the extra work and that it is time consuming. Comm. Terry Atchley moved that the funding for the HCAS be reinstated in the previous manner, the motion was seconded by Comm. Donna Storter, and was unanimously approved by the HLCGB. With the motion by the HLCGB, June Fisher and HLCC Myers will move forward with resolution with Highlands County.

HLCC Myers reviewed the approved Loan Periods. Staff has requested a revision adding material type *DVD Set, Limit 1* with corresponding Overdue Fine and Maximum Fine. This action will facilitate Patron & Staff saving time. Motion was made by Ann Ryals, seconded by Comm. Donna Storter, and was approved unanimously by the HLCGB.

HLCC Myers presented a new procedure for dealing with inappropriate use of public computers. This procedure was taken from another library system. The current Internet Policy and Disclaimer was reviewed, and HLCC Myers noted that the new procedure would "give teeth" to the Policy. There was concern as to how inappropriate use would be determined. It was noted that "inappropriate use, as determined by the library staff" was already included in the text of the current Internet Policy. Motion was made by Comm. Donna Storter to approve the proposed procedure upon review and approval by the Heartland Library Cooperative attorney. Second was made by Jeanette Peeples and the motion was unanimously approved by the HLCGB.

Highlands County Library Cooperative  
May 27, 2009

HLCC Myers opened discussion for allowing Face Book to be an added use on the computers noting that Face Book is now being used instead of Web Pages by both business and personal users. Currently the Internet Policy and Disclaimer, Paragraph 7, states the HLC will block the category of "Social Networking". Both pros and cons were discussed at length. If passed for use, the Librarians were asked to monitor the use of Face Book and be ready with a report for the next meeting. Motion was made by Ann Ryals to make an exception to the Internet Policy of the HLC and allow access to Face Book for a period of three months, seconded by Comm. Donna Storter, and the motion was passed by the HLCGB with two opposition votes, Comm. Jeff Carlson, and Perry Newman.

Chairman Paul Erickson asked for member comments. Comm. Donna Storter was thankful for the legislative vote to save funding and noted that Polaris has the capability for bulk e-mail and could be used for the next budget cycle for notification to support continued funding. Librarian Elizabeth Kenney passed out a newspaper article thanking the public for support and asked that it be made part of the record.

The next meeting date was scheduled for September 16, 2009 at the Lake Placid Memorial Library, at 10:00 a.m.

Chairman Paul Erickson adjourned the meeting at 11:05 a.m.

Respectfully submitted,  
Debra Ann Worley