

**HEARTLAND LIBRARY COOPERATIVE  
GOVERNING BOARD**

Lake Placid Memorial Library Meeting Room  
205 Winterlake Blvd., Lake Placid, FL.

**Minutes to the March 20, 2019 meeting**

**CALL TO ORDER:**

The Meeting was called to order at 10:04 a.m. by Jeanette Peeples Vice-chair. Invocation and Pledge of Allegiance were conducted by Jeanette Peeples Vice-chair.

**ROLL CALL:**

Governing Board Members Present: Jeanette Peeples Vice-Chair Glades County; Brad Goodbread Commissioner Okeechobee County; Fran Syfrett Okeechobee County; Albie Scoggins Director Okeechobee County; Tara Poulton Director DeSoto County; Judy Schaefer Commissioner DeSoto County; Ann Ryals Desoto County; Margaret Dewey Highlands County; Arlene Tuck Commissioner Highlands; Sue Rood Highlands County; Steven Spinks Hardee County; Kresta King Coordinator Heartland.

**Also Present:** Cheryl Williams CPA; Julie Fowler Auditor; John Booher Guest; Leah Sauls Director Highlands County; Dee Shackelford Librarian Hardee County; Maria Chenique Librarian Highlands County; Linda Waters Librarian DeSoto County; Mary Booher Librarian Glades County; Sonya Chapa Librarian Okeechobee County.

Governing Board Members

**Absent:** Julie Perry Glades County, Fred Lohrer Archbold Biological Station, Jeannie Palacios Hardee County, Donna Storter-Long Chair Glades County, Rick Knight Commissioner Hardee County.

**ROUTINE BUSINESS:**

Notice of Public Meeting: Notice was properly given.

Additions to Agenda: There is a change to the agenda. Removal of Item 9 – Statistics by Kresta King. Amended agenda unanimously approved.

Approval of Minutes of Previous Meeting: Motion to accept minutes made by Brad Goodbread, Ann Ryals seconded, unanimously passed.

**NEW BUSINESS:**

**State Aid to Libraries Grant Funding was approved.** All Libraries were approved for State Aid along with the Heartland Library Cooperative. All payments should be received in the next five business days; funds will be received in one sole payment.

**LTSA Grant Funding was approved:** Linda Waters has received a fully-funded grant of \$4,000 to purchase digitization equipment including a camera, scanner, and other items to facilitate a digital collection. The Cooperative will contribute digital records to Florida and national digital networks.

**CliftonLarsonAllen LLP Fiscal Year 18 Audit:** The Heartland Library Cooperative completed a clean audit for FY18. There were no significant deficiencies or weaknesses and no corrective actions required. Expenditures were well below budget, thanks in part to a concentrated effort to increase reserves which has resulted in an excess of revenue of nearly \$90,000. There were no new findings.

**Financial Statements:**

An overview of the Heartland Library Cooperative's Financial Statements as of February 28, 2019 was presented by Cheryl Williams. The amounts reflected for Accounts Payable and Other Accrued Liabilities do not indicate the salaries and other amounts not yet received by the county or payments made in March.

The State Aid to Libraries funds have not yet been received and so are not listed on this Financial Statement. They have been approved and will be received as late as May.

Kresta King noted that the Expenditures for Gas & Oil have increased as a result of van repairs to the courier vehicle.

Motion to accept the Financial Statements made by Steve Spinks; seconded by Brad Goodbread, unanimously passed.

**Annual Plan of Service Update:**

Kresta King related updates to the Heartland Library Cooperative's Annual Plan of Service. A few minor issues regarding the migration from the Polaris to the KOHA circulation database are being addressed; a new phone provider may be looked at to set up the telephone calling system for notifications and new hardware will need to be purchased to fix issues with self-check out that are hardware related. Both Highlands and Hardee are helping to tweak the new system to resemble the old system.

The plan to eliminate late fees in all Heartland Cooperative Libraries has been delayed until June 2019.

American Disabilities Administration audits are in process for many Florida counties including both Okeechobee and Desoto counties. As part of this process, one of the upcoming technology purchases planned for the Heartland Cooperative is one copy of Adobe Pro software for each Library.

Additional technology purchases include Windows 10 upgrades for all Library Directors and Managers, Raspberry Pi replacements for self-check systems, cataloging computers and second monitors for Hardee Library, and patron computers for Desoto Library. All of these purchases are necessary expenses and will be further discussed at the next Library Advisory Council meeting on May 2<sup>nd</sup>.

Courier service to all Libraries is now back to two couriers and 6x per week upon the hiring of a replacement courier.

A partnership with TBLC is planned to develop a historical and genealogical collection through the use of the LSTA Grant awarded to Linda Waters. The funds provided by the grant will be used to purchase digitization equipment researched and selected by Linda Water; the equipment will be available for use among all seven Heartland County Libraries.

Member Comments:

ANNOUNCEMENTS:

NEXT MEETING: June 19, 2019.

ADJOURNMENT:

Meeting adjourned at 11:21 a.m.

Respectfully submitted,

Sonya Chapa