

**HEARTLAND LIBRARY COOPERATIVE
GOVERNING BOARD**

Hardee County Library Meeting Room
315 N 6th Ave, Wauchula, FL 33873.

Minutes to the November 18, 2020 meeting

CALL TO ORDER:

The Meeting was called to order at 10:54 a.m. by Jeanette Peeples. Invocation was led by Donna Storter-Long. The Pledge of Allegiance was led by Linda Waters.

ROLL CALL:

Governing Board Members Present: Ann Ryals Desoto County; Judy Schaefer Commissioner DeSoto County; Donna Storter-Long Chair Glades County; Nicole Drake Hardee County; Jeannie Palacios Hardee County; Arlene Tuck Commissioner Highlands; Sue Rood Highlands County; Denise Whitehead Okeechobee County (vote by proxy); Brad Goodbread Commissioner Okeechobee County (vote by proxy); Sonya Chapa Assistant Coordinator Heartland; Vikki Brown Coordinator Heartland.

Also Present: Cheryl Williams Accountant; Dee Shackelford Librarian Hardee County; Samantha Roll Librarian Highlands County; Linda Waters Librarian DeSoto County.

Absent: Mandy Hines Desoto County; Jeanette Peeples Vice-Chair Glades County; Julie Perry Glades County; Margaret Dewey Highlands County; Fran Syfrett Okeechobee County;

ROUTINE BUSINESS:

Notice of Public Meeting: Notice was properly given.

Additions to Agenda: There were no additions to the agenda.

Approval of the Agenda: Motion to accept the agenda made by Sue Rood, seconded by Judy Schaefer, unanimously passed.

Approval of Minutes of Previous Meeting: Motion to accept minutes made by Arlene Tuck, seconded by Judy Schaefer, unanimously passed.

NEW BUSINESS:

State Aid to Libraries Grant application approval:

Vikki Brown presented the application for State Aid to Libraries for board approval. Vikki explained that this was the same application presented at the August 19, 2020 meeting of the Governing Board but as the application had not been ready at the time, the board had elected to approve pending completion. There were no significant changes in State Aid from the previous fiscal year. Donna Storter-Long asked if the application needed to go to each county for approval; Vikki explained that each Library would be completing their own separate

application and this one was specific to the Heartland Library Cooperative as a whole. Sue Rood moved to approve the Heartland Library Cooperative's State Aid to Libraries Grant application, Jeannie Palacios seconded, unanimously passed.

Certification of Hours approval:

Vikki Brown presented the Certification of Hours form to the board. Vikki explained that this form is to certify that under normal, non-COVID19 circumstances the Heartland Libraries are all open at least 40 hours per weeks. The board asked if all of the Libraries were open to the public yet. At this time, Hardee Library, Desoto Library, and Okeechobee Library are all open to the public with regular hours; Highlands County Libraries are open with modified hours and services; Glades Library is still closed to the public with modified services. Arlene Tuck moved to approve the Certification of Hours for the Heartland Library Cooperative, Sue Rood seconded, unanimously passed.

LSTA Grant application approval:

Vikki Brown presented the LSTA Grant application for board approval. Vikki informed the board that the Heartland Library Cooperative had been granted a special LSTA Grant for the 'Tails and Tales' initiative, headed by Librarian Linda Waters, which funds the cooperative for technology, and other equipment for STEAM (Science, Technology, Engineering, Arts, and Math) based programming. Equipment funded by the grant will include iPads, green screens, a Cricut machine and accompanying software. These resources will be shared with all Libraries in the Cooperative, with a focus on Summer Reading programs in 2021. To proceed with the grant process to have funds released, Vikki asked the board for approval of the grant application. Donna Storter-Long asked about how matching funds will be provided by the Cooperative; Vikki and Linda Waters explained that matching funds required would be met with staff salary and time. Judy Schaefer moved for the approval of the LSTA Grant application and authorization for the Chair to sign any additional documents that may arise, Jeannie Palacios seconded, unanimously passed.

Budget and Financial Statements approval:

Review approved budget for absentee members:

Vikki Brown again presented the Heartland Library Cooperative's FY21 Budget for board members who were absent from the August 19, 2020 meeting. As the budget was already approved at the aforementioned meeting there was no need for board approval.

Budget presentation by Wicks, Brown, Williams & Co. CPA's LLP:

Cheryl Williams of Wicks, Brown, Williams & Co. CPA's LLP presented the year-end financial statement for the year ending September 30, 2020. Cheryl informed the board that this was the draft form of the financial statement and that final numbers may be slightly different to reflect any needed adjustments; once adjustments are made the final statement will be uploaded and submitted to CliftonLarsonAllen for the yearly audit. Cheryl presented the amounts in the Heartland Library Cooperative's various accounts. Cheryl stated that payables were current as the final invoices that were presented in October and November for the FY20 year-end had

been submitted for payment. Among these final invoices was a delay in invoices for wages for the Assistant Coordinator leading to a delay in the financial statement. Cheryl also presented the revenues and expenditures for the fiscal year ending September 30, 2020. Expenditures to personnel salaries was \$12,000 to the good; despite salary adjustments needed after the promotion of the Coordinator and Assistant Coordinator, these expenses were able to be covered without using any reserves. Operating expenditures was also \$66,000 to the good. While one line item was \$11,000 over, a Kaspersky renewal, overall the budget was able to remain in the positive. Donna Storter-Long commended the accountants for their work. Donna also commended the Cooperative for coming in under budget even with many unexpected changes this year. Cheryl informed the board that the auditors plan to start the audit after the Thanksgiving holiday so Wicks, Brown, Williams & Co. will submit the final financial statement within the next couple of days.

2020 Meeting Dates review:

Discussion of the upcoming meeting dates occurred with the board agreeing to have meetings remaining at 10:30 a.m. Different locations for board meetings was also discussed with Donna Storter-Long offering a location in Glades and Arlene Tuck offering another in Sebring. The idea to have meetings rotating at the different libraries was also brought back. Sonya Chapa informed the board that while this is a future intention for board meeting locations, as currently some of the libraries are closed or modified it may not be feasible at this time. The board agreed to have the next meeting at Hardee Library unless otherwise informed by Vikki Brown. As such the upcoming dates remain:

Second Quarter: Wednesday, February 24, 2021 at 10:30 a.m.

Third Quarter: Wednesday, May 19, 2021 at 10:30 a.m.

Fourth Quarter: Wednesday, August 25, 2021 at 10:30 a.m.

Member Comments:

Judy Schaefer thanked the accountants for doing such a great job, commenting that the budget looks very good for the Cooperative.

Sue Rood asked if the LSTA grant will be included in the Cooperative's FY21 budget. Linda Waters explained that the grant will appear in the budget as income or revenue. Vikki Brown stated that the auditors and accountants will ensure that the appropriate line items are created to show expenses are being used correctly.

Jeannie Palacios was impressed with the carry forward budget that the Cooperative has been able to maintain. She commended the foresight of creating this fund especially given the many

changes that have occurred this year due to COVID-19. Jeannie was very glad to see the Cooperative in such a secure place.

Donna Storter-Long commended Kresta King's work in making the carry forward fund a success.

Nicole Drake stated she was happy to be on the board as a new member and looks forward to being involved in the Cooperative.

Linda Waters stated that she was also grateful for the positive carry forward balance of the Cooperative. She informed the board that due to the changes in State Aid as a result of COVID19, the large multi-type cooperatives are not being funded and some may not survive this year, so the funding is a benefit for our organization during these financial challenges. Linda also stated she was very happy to be involved in a joint cooperative that has moved to being more cohesive.

Sonya Chapa states that she was very happy to be in the position of Assistant Coordinator and involved in bringing the Cooperative together and moving forward.

Vikki Brown stated that she loves her job as Coordinator and is happy to serve and give back to the organization and community she has been involved in for so long. Vikki also informed she and Sonya have been discussing and working on future plans for the Cooperative involving different branding and logos and anniversary ideas. She also mentioned the idea to bring the in-service day back for all Heartland staff. Donna Storter-Long agreed that this was a great idea and mentioned that the past in-service day visit to all of the Cooperative Libraries was a great event.

Donna Storter-Long thanked Sonya for her work on the minutes and the behind-the-scenes work with Vikki. Donna also thanked Vikki for her smooth transition as Coordinator especially amid so many other changes this year.

Donna Storter-Long brought forward the idea of a gift basket for former Heartland Library Cooperative Coordinator Kresta King as a thank you and farewell gesture for all of her hard work and service for the Cooperative. All members expressed their support and it was decided that every Library would send items to Jeannie Palacios through courier service to the Hardee County Library to put together the gift basket. The gift basket is to be delivered to Kresta before the Christmas holiday.

Next Meeting:

Wednesday, February 24, 2021 at 10:30 a.m.

Adjournment:

Meeting adjourned at 11:30 a.m.

Respectfully submitted,
Sonya Chapa