

**HEARTLAND LIBRARY COOPERATIVE
GOVERNING BOARD**

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

Minutes to the February 24, 2021 meeting

CALL TO ORDER:

The Meeting was called to order at 10:32 a.m. by Donna Storter-Long. Invocation was led by Brad Goodbread. The Pledge of Allegiance was led by Donna Storter-Long.

ROLL CALL:

Governing Board Members Present: Donna Storter-Long Chair Glades County; Sue Rood Vice-Chair Highlands County; Brad Goodbread Commissioner Okeechobee County; Ann Ryals Desoto County; Nicole Drake Hardee County; Jeannie Palacios Hardee County; Rene Wyatt Commissioner Hardee County; Margaret Dewey Highlands County; Ingrid Gardner Highlands County; Denise Whitehead Okeechobee County (vote by proxy); Sonya Chapa Assistant Coordinator Heartland; Vikki Brown Coordinator Heartland.

Also Present: Cheryl Williams Accountant WicksBrownWilliams; Julie Fowler Auditor CliftonLarsonAllen; Dee Shackelford Librarian Hardee County; Linda Waters Librarian DeSoto County.

Absent: Judy Schaefer Commissioner DeSoto County; Mandy Hines Desoto County; Arlene Tuck Commissioner Highlands; Jeanette Peeples Glades County; Julie Perry Glades 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 Brad Goodbread, unanimously passed.

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

NEW BUSINESS:

Audit Presentation by Julie Fowler of CliftonLarsonAllen:

Julie Fowler of CliftonLarsonAllen presented the Audit for the fiscal year ending September 30, 2020 for the Heartland Library Cooperative. It is the opinion of the auditors that the Cooperative had provided all information and has resulted in a clean audit. The Cooperative ended the year with a total of \$563,000 in assets and about \$20,000 in liabilities, leaving

\$543,000 total to carry forward into FY21. In presenting the operating statement, it was noted that there was a difference in total revenue due to less expenditures than budgeted of about \$74,000, resulting from services being done in house and overall spending; because of this the goal of at least one year of carry forward funds has already been met. Julie also reported that they did not identify any deficiencies or noncompliance, resulting in an overall great report. There were no recommendations to follow up on from the preceding year's report, and again no recommendations given for this year as everything is going very well for the Cooperative. Julie stated that the firm appreciated the work Vikki and Sonya did to make the process smooth, as this year was a little different in the process but worked great. The final report is that it is the auditors' opinion that the Cooperative has complied with the statues and that there were no difficulties in performing the audit. Julie asked if there were any questions from the Board. Donna Storter-Long commented that it was good to hear the Cooperative did so well, Sue Rood agreed. Jeannie Palacios moved to accept and approve the Audit Presentation and Findings, Brad Goodbread seconded, unanimously passed.

Budget Amendment:

Vikki Brown asked the Heartland Governing Board to approve a line item amendment to spend the funds provided through the LSTA Tales and Tails Grant. So far \$8,951 of grand funds have been received. Vikki asked the Board to approve the budget amendment so that the devices and equipment for the grant can be purchased as the total funds received so far is about \$10,000 which is above the approved purchasing limit of the Coordinator and so must be approved by the Board. Vikki also informed the board that in order to receive the rest of the funds, the second deliverables must be performed, which is dependent on the devices and equipment, so we must spend the funds in order to receive the rest. Jeannie Palacios asked if the reason for the spending approval is that the Cooperative will be spending more than previously budgeted. Vikki informed the Board that the spending is within the limits, but approval is needed as it exceeds the Coordinator's authorized spending limit of one-time purchases. Donna Storter-Long explained that this was correct, the overall amount did exceed the current purchasing limits of the Coordinator. Brad Goodbread moved to approve purchases of devices and other equipment for the LSTA Tales and Tails Grant, Sue Rood seconded, unanimously passed.

Vikki explained that the Budget Amendment to create a specific line item to the LSTA Tales and Tails Grant of \$35,806.00 as it will be a new revenue source. Vikki asked the Board to approve this Budget Amendment. Donna asked if it will be a receivable account. Vikki explained that we have already received some funds and both receivables and purchases will be done in this line item. Sue Rood moved to approve the Budget Amendment, Brad Goodbread seconded, unanimously passed.

LSTA Grant Presentation:

Vikki briefly presented the deliverables and details of the grant for Board members to peruse at their leisure, and said that if anyone had any questions about the grant the Coordinators are always available for questions. Donna asked if C, D, and E on the grant details were all the

same. Vikki explained that this is way the state sets up the detailed report for the grant process. Donna asked if the Tales and Tails programs will be specific to children. Vikki stated that the focus is on children but programs for adults and teens will be available as well. Donna asked if all of the Libraries have their children's programs back up and running. Vikki informed the board that yes the Libraries have children's programming available but not active in live sessions. Sonya informed the board that virtual programming and take-home kits are being used for children's programming. Donna asked if these are doing well. Linda Waters said it was hard to know, as numbers rise and drop but they seem to be doing well overall. Sue Rood asked when the Tales and Tails grant will be starting. Vikki informed the board that most Libraries will begin their programs this summer.

Annual Plan of Service Update:

Vikki Brown shared how the Cooperative is currently working on the different goals of the Annual Plan of Service. The KOHA database is doing great and continually being updated to fix any bugs. The update to the Heartland Library Cooperative interlocals and bylaws are a work in progress and are being edited. Ideas for the 25th Anniversary of the Cooperative are being discussed among the Coordinators and Librarians to celebrate in a socially distanced way. Due to COVID we will not be able to celebrate as we intended but hope to do something bigger and better for the 30th Anniversary. Donna Storter-Long mentioned that plans for the 100th Anniversary for Glades County has been postponed to the Fall due to COVID as well. Sue Rood mentioned that Highlands County is still planning to celebrate their 100th Anniversary with small events but are still working out the logistics. Vikki informed the board that repairs to the courier van are ongoing, and that we will need to budget for a new van in the next fiscal year. Donna asked what the year of the van was. Vikki did not know off the top of her head but informed the board that the van gets very heavily used and need to be updated. Donna asked about insurance for the couriers. Vikki informed the board that the couriers are insured under the Cooperative as our insurance covers any driver using Cooperative vehicles. Pink Carts are continuing to be ordered consistently. The website is currently being updated and looks great but is a work in progress. Efforts are being made to ensure that the new site will be ADA compliant. Edits to the Cooperative's policies are also being done for the website. The Coordinators have received a lot more feedback on the ideas for the new Cooperative logo. As such the logos presented at this meeting for the Board members are not final, and the Coordinators are open to more ideas and feedback from the Board.

In-Service Day 2021 Update:

Vikki Brown informed the Board that due to COVID the annual in-service day for the Heartland Library Cooperative must be done virtually. The plan is for a virtual conference-style day of training and other events. Sonya Chapa is working with the Tampa Bay Library Consortium to provide presenters and assistance with the technology platform to host the event. Donna Storter-Long asked about the date of the event. Vikki informed the Board that there is no date set as right now the Libraries are gearing up for Summer Reading and other services, but will most likely take place after Summer in order to be convenient to all Libraries' schedules.

Location for next meeting date:

Vikki Brown thanked Hardee for hosting the Governing Board meetings when other Libraries were closed, it has been much appreciated by everyone, but now that more Libraries are open, it was discussed if the location of the Board meetings should be moved. Donna Storter-Long stated that Highlands County is more central. Sue Rood mentioned the Lake Placid Government Center as a possible central meeting location. Sonya Chapa asked if the Board wanted to revisit the previous idea of alternating meetings at different Counties again. Donna stated that she would like to make it possible for more people to attend in person, and visiting other Libraries might make this possible. Vikki said she would look into alternate locations for the May meeting and inform the Board of the decided location.

2021 Meeting Dates review:

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

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

Member Comments:

Donna Storter-Long asked about the ideas for the 25th Anniversary in April. Vikki Brown explained the virtual ideas including the scavenger hunt to visit all seven libraries.

Ann Ryals informed the Board that there are two Library vacancies coming up in Desoto County.

Linda Waters informed the Board that the Desoto Commissioner was unable to attend today's meeting due to a personal matter. Linda also explained that the vacancies in Desoto's Library were due to retirements.

Ingrid introduced herself as the Community Programs Director for Highlands County, previously Leah Sauls' position. Ingrid said we was very excited to be a part of the county and involved in the Library as part of Highlands County's work on succession planning. Ingrid also informed the board that Highlands' Commissioner Arlene Tuck sends her apologies as she was also unable to attend today's meeting.

Dee Shackelford informed the Board that her arm was still injured and she still has a ways to go to recover but she was still here and working. She commended her staff for being her right hand during all of this, literally.

Cheryl Williams introduced herself to the new Board members as the representative for WicksBrownWilliams, the accountant for the Heartland Library Cooperative. Donna Storter-Long thanked her for doing such a great job for the Cooperative.

Rene Wyatt introduced herself as the new Hardee County Commissioner as this was her first term as Commissioner and her first meeting of the Governing Board. Rene asked if there would

be a zoom option in the future as travelling will be hard, especially if meetings are moved to other locations. Vikki Brown explained that because Governor Desantis lifted the COVID safety allowances, due to Sunshine Law, we are unable to provide an online option unless we know there will be quorum already in attendance physically at the meeting. Donna Storter-Long asked about the availability of a call-in feature instead. Vikki will look into this possibility.

Jeannie Palacios thanks the Hardee Library staff for their great work and for working so hard to assist Dee.

Nicole Drake too thanked Hardee's staff for doing a great job.

Sonya Chapa thanked everyone for coming to the meeting stating that she knows it particularly hard due to COVID. She also thanked Commissioner Goodbread for making the drive to Hardee as she knew it was taking him from the Vaccine Distribution Pod scheduled today. She informed the Board that Kresta King was unable to attend the meeting as she was filling in for Sonya at the Pod.

Vikkie Brown also thanked everyone for attending the meeting. She also again thanked everyone at Hardee for accommodating all of us during these past few months.

Donna Storter-Long stated that Libraries are vital to our communities and thanked everyone for doing their part of support their Library and serving as part of the Governing Board.

Sue Rood informed the board that she was part of the original committee who helped set up the Heartland Library Cooperative and she is proud to have seen lots of growth and positive movement for our future.

Brad Goodbread stated he was glad to be at the meeting in person as he would rather drive five hours than do a zoom meeting, stating that online meetings just don't work as well. Donna Storter-Long also expressed her frustration at attempts to meet online.

Linda Waters informed the Board that it was a tight budget year for Libraries in Florida this year. Governor Desantis had not included funding for Multicounty Library Cooperatives (MLCs), and that funding will not be presented again this year. Linda also informed the Board that funding for Libraries will be presented in two payments as there is a fear there will be a decrease in funding in the current year and will need to be cut in the second payment. Linda just wanted to make the Board aware of these issues facing our Libraries and ask the Board members to advocate for Libraries when given the opportunity. Donna Storter-Long asked if the members should speak to our local representatives. Linda said it couldn't hurt to do so.

Donna Storter-Long asked about more information about MLCs. Linda Waters explained that these are the bigger cooperative across the state like Tampa Bay Library Consortium and the Southwest Florida Library Network, both of which provide services to the Heartland Library Cooperative. MLCs provide e-books and other digital services, along with deliver of Interlibrary Loans. Sonya Chapa informed the Board that MLCs such as TBLC have used CARES funding to assist Libraries with resources and services throughout COVID. Sue Rood asked about Library Day, an annual advocacy event. Sonya explained that it would not be able to take place this

year due to COVID, but what is being done instead is to submit videos and letters to legislation to advocate for the importance of Libraries and Library funding.

Sonya Chapa also informed the Board that as they take opportunities to advocate for their Libraries to please include the focus that the Libraries make in shifting to providing community services. Each Library in the Heartland Cooperative has done this by assisting with voting, vaccines, food distribution, socially distanced programs like take home kits and backpack programs, and socially distanced services like curbside pick-up. Cheryl Williams informed the Board that Kresta King presented these services to the Kiwanis Okeechobee chapter and everyone was very surprised and impressed to find out that the Library is providing services to the community that focused on food insecurity, census collection, and vaccine distribution.

Donna Storter-Long asked if Kresta King has received her gift basket. Sonya Chapa informed the Board that Kresta did receive the gift basket at Christmas as sends her many thanks to the Board, and that she was grateful for the opportunity to service the Cooperative as Coordinator.

Next Meeting:

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

Adjournment:

Meeting adjourned at 11:30 a.m.

Respectfully submitted,

Sonya Chapa