

Heartland Library Cooperative Meeting
November 29, 2006

Members Attended: Robbie Chartier, Marion Davis, Paul Erickson, Felton Garner, Jeanne Renton, Eleanor Batey, E. M. Kenney, Ann Ryals, Diane Hunt, Mary Myers, Margo Taylor

Paul Erickson led the invocation and the pledge and moderated the meeting.

Robbie Chartier made a motion to add new item to the agenda; Ann Ryals seconded the motion. Motion carried, unanimous.

Jeanne Renton made a motion to approve the minutes as they stood; Robbie Chartier seconded the motion. Motion carried, unanimous.

Mary Myers presented the Coordinator's Report and introduced Kresta Harris as the Lake Placid Librarian and the note-taker for today. The Coordinator Report addressed:

1. Changes to Purchase Order processing
2. Summary Financial Report created from Mary's Bookkeeping and Quicken program. The report will get longer as history is generated; there is currently only one-month history. This report will show where the money is spent and where it was generated.
3. Audit is complete and will be distributed to the Highlands County Commissioners, Heartland Library Cooperative, and the public. Responses from management will be included in the Audit report.
4. Criminal investigation is nearing completion.
5. O&B Office gets budget amendments.
6. Gates computers will begin being distributed to the libraries within the Cooperative
7. DeSoto library is number 3 on the budget list for expansion; please talk to legislators to encourage support for the library expansion.

Robbie Chartier made a motion to approve the Coordinator's report; Jeanne Renton seconded the motion. Motion passed unanimously.

The Interlocal Agreement Approval form was decided that four original copies needed to be taken to all County Commissioners for approval. After each County Commission approves the Interlocal Agreement, then one original copy can be sent to each County Commission for signatures. All members present checked that their respective Commissioner names were spelled correctly. Diane Hunt and Mary Myers will work on a cover letter for Diane Hunt to take her Commissioner meeting.

Ann Ryals made a motion to approve the Interlocal Agreement Approval form; Felton Garner seconded the motion. Motion passed unanimously.

The Purchasing Policy was then discussed. Paul Erickson recommended that it be amended to reflect "Heartland Library Cooperative Purchasing Policy" rather than "Heartland Library Cooperative Purchasing Policies." Typos were then pointed out for change.

Robbie Chartier wanted to discuss the sealed bids aspect so that it accurately reflects the Sunshine Law. All members then discussed the following:

1. Purchases over \$20,000 will be advertised
2. Phone quotes may be solicited for purchases up to \$10,000
3. Purchases between \$10,000 and \$20,000 require written quotes
4. Purchases under \$20,000 require two bids/quotes are solicited
5. Purchases over \$20,000 require three bids/quotes are solicited

Ann Ryals made a motion to accept the Purchasing Policy as amended as of this meeting, 11/29/06; Robbie Chartier seconded the motion. Motion was passed unanimous.

The next meeting was tentatively scheduled for January 17, 2007 but may be adjusted to January 24, 2007 so that member Robbie Chartier might be present. Discussion of the audit findings will occur at the next meeting.

Paul Erickson adjourned the meeting.

Respectfully submitted,
Kresta Harris