

HEARTLAND LIBRARY COOPERATIVE

August 20, 2008

HLC Governing Board members present: DeSoto-Commissioner Felton Garner, Paul Erickson; Hardee-Gloria Davis, Jan McKibben; Okeechobee-Marion Davis. Absences: Ann Ryals, Commissioner Gordon Norris, Commissioner Guy Maxcy, Perry Newport, Commissioner Elvie Posey, and Robbie Chartier. Others present: Glades Librarian Mary Booher, Librarians Kresta King, Patti Jean Lang, Elizabeth Kenney, and Cooperative Coordinator Mary Myers.

Chairman Paul Erickson called the meeting to order at 10:10 a.m., asking Commissioner Felton Garner to open with prayer and lead in the pledge to the flag. Library Assistant Estela Patrick read notice of public meeting. There were no additions to the agenda, which was approved as written, with a motion by Commissioner Felton Garner, a second by Gloria Davis, and unanimous approval. Paul Erickson requested a change to be added to the minutes of the previous meeting in paragraph 4, regarding the meeting between himself, June Fisher, Mary Myers; it did not take place, due to the Sunshine Law. The motion to approve the minutes with the change was made by Gloria Davis, seconded by Comm. Felton Garner, and approved unanimously.

COORDINATOR'S REPORT

Mrs. Myers informed the board that the unauthorized audit performed by the HCBCC has been completed. From the original findings, #59 stated that the Coop. had not reimbursed to Highlands Co. \$49,000 from salaries paid. After reviewing this finding in detail, Mary Myers found that the financial department of Highlands Co. had incorrectly calculated the percentages for secretary Carolyn Hesselink's and Coordinator M. Myers' salaries, plus the auditors had assumed Douglas Henry to be a Cooperative employee during a period of time when he was actually an employee of Highlands Co.

Based on the review, HCBCC has agreed Douglas Henry was not a Cooperative employee at the times of the findings, and the actual amount owed by the Cooperative has come down to \$13,233.98.

When Highlands Co. bills the Coop., Mr. Paul Erickson would like for them to say something to the fact that it was their mistake and not a refusal from the Coop. that has delayed this payment.

Mary Myers stated that the payment of the \$13,233.98 would impact the contingency fund, meaning less money to roll over to the next fiscal year.

The motion to approve the Coordinator's report was made by Comm. Felton Garner, seconded by Gloria Davis, and approved unanimously.

CIRCULATION POLICIES

Mr. Paul Erickson requested it be added to the policies (page 13) in reference to Guest passes, that they will be issued where available, since DeSoto library has not yet incorporated Envisionware and is unable to sell passes. He would like to look into having Envisionware available in the future.

Mary Myers checked and confirmed with everybody present concerning the new fines to be adopted on page 16, and it was agreed to keep them so.

Paul Erickson reminded everyone that the policies aren't set in stone, but that they can be reviewed, not only for each fiscal year, but also at the Coop. board meetings, though it would not be wise to do so at every meeting.

It was also agreed that the new policies don't have to be presented to each county's board of county commissioners, because the Heartland Library Cooperative board includes commissioners from each county.

The motion to approve the Circulation Policies with added disclaimer an adoption date of October 1st 2008 was made by Commissioner Felton Garner, seconded by Jan McKibben, and approved unanimously.

UNIQUE MANAGEMENT SERVICES UPDATE

Every county, except Desoto and Glades, has approved the services of Unique Management. DeSoto and Glades will be presenting it for approval in the near future. In Highlands Co. the incorporation of such services has had very good press.

STATE AID APPLICATION FOR FY09

As a result of having incorporated Glades County to the Cooperative, the grant has increased and is now \$450,000 for the FY09, however, if the State decides to reduce state aid by 4%, it will then be reduced. The motion to approve the application for the grant was made by Comm. Felton Garner, seconded by Jan McKibben, and approved unanimously.

CLIC GRANTS

The motion to support CLIC grants approval was made by Gloria Davis, seconded by Marion Davis, and approved unanimously.

The motion to approve the Library Services and Technology Act Grant Agreement was made by Comm. Felton Garner, seconded by Marion Davis, and approved unanimously.

ADOPTION OF FY09 BUDGET AND ANNUAL PLAN OF SERVICE

Mary Myers went over the budget draft; informing everyone present of the opening of a new Money Market account offered by SunTrust, that pays a higher interest, and where there is presently \$65,000.

The budget draft shows a very healthy Cash Forward balance to carry us through until the new grant money arrives. The salaries (51200) are to remain the same with only one recent change affecting overtime balances (51400). An hourly employee is now an exempt employee. The salary will go up some to compensate for the change.

Mary Myers presented the board her thoughts regarding the services of the secretary. She is considering it would be in the Cooperative's best interests to separate the services of the Highlands Co. Library secretary from the Cooperative's, both being rendered presently by Carolyn Hesselink, who is due to retire at the end of October 2008. The Cooperative calculated the coordinator's and the secretary's services in percentages that Mary Myers feels are more than what either is actually weekly working. Even though there are times that are busier than others, she doesn't think either of them is working to the fullest of those percentages. One way of solving this would be to have Mary take over the responsibilities of the secretary, have the CPA handle the paperwork, and have somebody in the board take notes and prepare the minutes for each meeting. Mary Myers is also cataloging for Desoto and Hardee Counties, which adds to her services to the Cooperative. Continuing with the reviewing of the budget draft, Mary Myers informed the members that the CPA is increasing its fees slightly and is now included under Professional Services (53100). Accounting & Audit (53200) shows also a slight increase. Contractual Services (53400) includes Technical Services Support Staff for Glades. Item (54100) shows a change on the Internet provider. Comcast Cable is our current provider, and since the change took place the communication speed has improved wonderfully. Item (54600) EnvisionWare maintenance fees are a lot less than those of the previous system. Item (54900) the State-Wide ILL delivery charges are going up due to the increase in the price of gas. Item (54902) the courier will include Glades in his daily route. We will incorporate Heritage Quest Online Genealogy Database to our on-line services. Mary Myers concluded that the FY09 Budget Draft looks very healthy due to the Cooperative's conservative spending. Paul Erickson agreed it looks good. The motion to approve the FY09 Budget was made by Comm. Felton Garner, seconded by Gloria Davis, and approved unanimously.

MEMBERS COMMENTS

Librarian Elizabeth Kenney reported the coming approval of a contractor to build the new children's wing; and the upcoming "Teen reading group day", to take place October 23rd at the Library, pizza party included.

Next Board meeting is changed to October 22nd and it will be hosted at Glades County Library, Moore Haven. Glades Advisory Board and Friends will provide lunch.

Next meeting date corrected to Wednesday December 17th, 2008. The Board adjourned at 11:11 am.

Respectfully submitted,

Estela Patrick