

**HEARTLAND LIBRARY COOPERATIVE  
GOVERNING BOARD**

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

**Minutes to the November 14, 2018 meeting**

**CALL TO ORDER:**

The Meeting was called to order at 10:04 a.m. by Chairman Donna Storter-Long. Invocation and Pledge of Allegiance was conducted by Donna Storter-Long.

**ROLL CALL:**

**Governing Board Members Present:** Donna Storter-Long Commissioner Glades; Jeanette Peoples Glades County; Brad Goodbread Commissioner Okeechobee; Jeannie Palacios Hardee County; Ron Handley Commissioner Highlands; Rick Knight Commissioner Hardee; Cheryl Williams CPA; Margaret Dewey Highlands County; Leah Sauls Highlands Director; Ann Ryals Desoto County; Tara Poulton Desoto County; Kresta King Coordinator Okeechobee.

**Also Present:** Dee Shackelford Librarian Hardee; Maria Chenique Librarian Highlands; Linda Water Librarian Desoto; Sonya Chapa Librarian Okeechobee.

**Governing Board Members Absent:** Julie Perry, Judy Schaefer, Fred Lohrer, Mary Booher, Fran Syfrett

**ROUTINE BUSINESS:**

**Notice of Public Meeting:** Notice was properly given.

**Additions to Agenda:** None. Motion to accept made by Rick Knight, seconded by Ron Handley, and unanimously passed.

**Approval of Minutes of Previous Meeting:** There is a change to the minutes. Tara Poulton should be marked as staff and not as a citizen. Another change from commissioner to citizen for Steve Spinks. Motion to accept minutes as amended made by Tara Poulton, Jeannie Palacios seconded, and unanimously passed.

**NEW BUSINESS:**

**State Aid to Libraries Grant Application approval:** Kresta King presented a brief overview of the yearly State Aid to Libraries Grant which will be submitted upon board approval. Motion to approve made by Ann Ryals, seconded by Ron Handley, and unanimously passed.

**Budget approval and Financial Statements:** Kresta King presented the Heartland Cooperative's budget. The Cooperative is ahead of its five year plan to carry over one year's Cooperative expenditures. This is due in part to the elimination of part-time tech positions and the switch to KOHA database, saving around \$54,000. Savings were also made in operating supplies due to no major computer purchases. Another major savings was due to a withdrawal in partnership with Mark of Quality, a company who previously uploaded

Cooperative's cataloging records for sharing. The company has closed and the Cooperative is now able to upload records directly to OCLC saving nearly \$10,000.

The Cooperative had originally agreed to pay \$45,000 for the new KOHA database over 3 years. Thanks to a positive carry-over, the Cooperative is able to pay for the migration, training, and first year, totaling \$43,500 all within this first year, leaving only \$15,500 over the 2<sup>nd</sup> and 3<sup>rd</sup> years.

There will be no longer be a Sunshine Staffing position.

Motion to accept the budget made by Brad Goodbread, seconded by Ann Ryals, unanimously passed.

Line item adjustments to the budget were discussed by Cheryl Williams including \$13,000 moved from Manpower to Personal Services, and minor adjustments to Operating Supplies. Motion to accept amended budget made by Tara Poulton, Ray Handley seconded, unanimously passed.

**Annual Plan of Service:**

Kresta King proposed the elimination of late fees from the Cooperative Libraries' policies. Findings in FL counties has shown a 30% increase in items returned and 17% increase in patron count. Proposed new policy continues to allow patrons to have 2 automatic renewals after which, if item is not returned, the patron account will be blocked and patron will be charged for the price of the item. This policy change must be presented and approved by each county's commissioners. The goal is to have this policy in place by April 2019. Motion to accept made by Ann Ryals, seconded by Brad Goodbread, and unanimously passed.

ADA Compliancy requests have been made to Desoto County and Okeechobee County, which will include changes to websites and documents uploaded online. Kresta King stated her goal to purchase Adobe Pro for each Library and have at least 1 staff member per Library trained in producing ADA compliant documents.

The Tampa Bay Library Consortium (TBLC) will provide a service to digitize the Heartland Libraries' historical collections. This will be done in partnership with USF and FSU who will provide the manpower to digitize documents. Linda Waters has applied for a LSTA grant to purchase equipment to continue digitization of materials onsite at the Library. The future goal is to create a makerspace service in which local citizens can digitize their own items and provide a digital copy to the Cooperative.

The Pink Cart service will continue for all Cooperative libraries and now has large print copies available to help stretch county budgets.

Motion to accept made by Brad Goodbread, seconded by Ann Ryals, and unanimously passed.

**Long Range Plan:**

There are only 2 minor changes to the Heartland Cooperative long-range plan including an update in years and courier service from 5 to 6 days per week. Motion to accept with changes made by Ann Ryals, seconded by Tara Poulton, unanimously passed.

**2019 Meeting Dates:**

Kresta King proposed changing the meeting dates for FY19 to only 3 meetings for the year to avoid meeting during budget times or holidays: March 20<sup>th</sup>, 2019, July 17<sup>th</sup>, 2019, and November 20<sup>th</sup>, 2019. After discussion, the July date was amended to June 19, 2019. Motion to accept FY19 meeting dates as March 20<sup>th</sup>, 2019, June 19<sup>th</sup>, 2019, and November 20<sup>th</sup>, 2019 was made by Brad Goodbread, seconded by Ann Ryals, and unanimously passed.

**Born to Read funding request:**

The Born to Read program provides book kits to newborns and toddlers in Highlands County. This program was originally funded by the Cooperative but separated in 2017. The organization is requesting \$1,917 for funding they claimed are owed to them by the Cooperative, however this is disputed due to budgeting discrepancies. The suggestion is to give a one-time contribution to end this relationship on a positive note. Motion to contribute \$1,000 to Born to Read made by Ann Ryals, seconded by Brad Goodbread. Tara Poulton expressed concerns that giving only \$1,000 will provide ill-will in the community. A line item adjustment to move \$1,917 will come out of Other Charges to fund full amount requested. Ann Ryals amended her motion to contribute full amount of \$1,917 and conclude financial participation with the Born to Read organization, Brad Goodbread seconded, unanimously passed.

**Member Comments:**

Linda Waters expressed her appreciation that the Cooperative is moving forward in a very positive direction. Leah Sauls expressed her thanks to the Governing Board for ending the relationship with a community organization on a positive note. Maria Chenique stated that the Highlands Libraries purchased 15 new children's computers which will be publicized in the local news; she thanked the commissioners for their support in funding the endeavor. Jeannie Palacios would like to thank the board for approving the elimination of late fees which will get more patrons through our doors. Jeannette Peoples announced a donation of over 300 pristine genealogy books to the Lake Placid Genealogy Group. Kresta King thanked everyone for attending the meeting and providing feedback.

**ANNOUNCEMENTS: NEXT MEETING MARCH 20<sup>th</sup>, 2019.**

**ADJOURNMENT:** Meeting adjourned at 11:21 a.m.

Respectfully submitted,

Sonya Chapa