

HEARTLAND LIBRARY COOPERATIVE

September 16, 2009

HLC Governing Board members present: Archbold-Fred Lohrer; DeSoto-Paul Erickson, Ann Ryals; Glades-Jeanette Peeples, Julie Perry, Commissioner Donna Storter-Long; Hardee-Gloria Davis, Dianna Youmans, Commissioner Terry Atchley; Highlands-June Fisher; Okeechobee-Robbie Chartier. Members absent: Commissioners Judy Schaefer, Jeff Carlson, and Margaret Garrard Helton, Ann Ryals, Perry Newport, and Marion Davis. Others present: Librarians Mary Booher, Patti Jean Lang, Elizabeth Kenney, and Cooperative Coordinator Mary Myers.

Chairman Paul Erickson called the meeting to order at 10:04 a.m. Comm. Atchley gave the invocation and led in the pledge to the flag. The Notice of Public Meeting was read. There were no additions or changes to the Agenda, which was approved as written, with a motion by Comm. Atchley, second by Robbie Chartier, and unanimous approval. The Minutes of the May 27, 2009 meeting were read. Robbie Chartier moved to approve the minutes with two corrections; one at bottom of page two (“Newman” should be “Newport”), and removal of “Commissioner” before Paul Erickson’s name. The motion was seconded by Comm. Atchley, with unanimous approval by the Board.

COORDINATOR’S REPORT

Mary Myers reported there are Public Relations issues with the notification of overdue materials. The upgrade of Polaris to version 3.5 added a new service to Polaris, telephony. This service contacts patrons concerning holds and over dues saving staff a lot of time allowing more efficiency in the Libraries. It was determined during discussion that the current Unique Management service is not cost effective with a \$25 or greater minimum balance due. Unique charges \$8.95 for each submission. Comm. Atchley moved to raise the minimum limit that triggers the Unique service from a total balance due of \$25 or greater to a balance of \$100 or greater. Robbie Chartier seconded the motion that was approved unanimously.

Mary Myers advised the Board that the HLC CPA recommended a new inventory control method, Cyclic Inventory. Cyclic inventory would require each library to perform a monthly inventory of 10% of the Heartland property located in their library with a complete inventory every three years. Comm. Atchley moved to implement the new inventory control; the motion was seconded by Jeanette Peeples, and passed unanimously.

Mary Myers invited the HLC Board to attend all or part of the Cooperative-Wide In-Service Day October 12, 2009, 9:00 a.m.-4:00 p.m. The meeting will be held at the Lake Placid Library. Charlie Parker of the Tampa Bay Library Cooperative will be the featured speaker.

Discussion was held upon reviewing the Patron Visits, number of Patrons, Circulation, and Collection figures comparing 2008 and 2009. Number of member Patrons and Patron Visits increased. DeSoto Librarian, Elizabeth Kenny noted the dramatic increase of Patron Visits from 2,246 in 2008 to 6,514 in 2009. Ms. Kenny thanked and recognized the Library Staff of Marcia York, Wendy Farris, Cindy Beaudoin, & Leigh Hornbake for their hard work and that they “held the Library together”.

The Board revisited the proposed Internet Policy to consider recommendations by Cooperative Attorney, Bert Harris. Comm. Atchely moved accept the Internet Policy with changes to delete Paragraph 5 "Internet users should enjoy....", and change Paragraph 9 "Inappropriate use, as determined....." to read "Inappropriate use, as determined by the library staff, will result in immediate cessation of Internet users' access and/or disciplinary action. That authority is granted to the director for discretion on issues that may not be Board policy and procedures, with issue to be brought to the next meeting of the Board for ratification." Robbie Chartier seconded the motion and the motion passed unanimously.

The Financial Report was reviewed. Motion was made by Robbie Chartier to approve the Financial Report. The motion was seconded by June Fisher and carried unanimously. It was noted that no action had been taken to fund an assistant for Mary Myers for the HLC. June Fisher agreed to check on the status with Highlands County who must approve the funding for Laura Andrews to assist with the Cooperative.

The application for the State Aid to Libraries Grant was reviewed. Comm. Atchley moved to approve the application for submission. Motion was seconded by Julie Perry and passed unanimously.

The Adoption of the FY09-10 Budget and Annual Plan of Service was discussed. Upon question of salaries increasing, it was noted that it was not an increase but a continuation of the approved funding by the Board for a Coordinator's assistant. Highlands County did not approve the funds to be applied for the additional duties when a new secretary was hired for the Highlands County Libraries. June Fisher agreed to check on the status with Highlands County who must approve the funding. Cash is carried forward to cover the first three months of the fiscal year until the State funding is received. Comm. Atchley moved to approve the adoption of the FY09-10 Budget. The motion was seconded by Robbie Chartier and carried unanimously.

Disruptive Patron policy was discussed. The Board instructed Mary Myers to develop two forms, one for Disruptive Behavior and one for Severely Disruptive Behavior. That forms will be signed by the Patron and by the Staff as Witness. If the Patron refuses to sign the staff witness will still sign. Further, that any violation of local, state, or federal law should be addressed by appropriate authority.

Director, Mary Myers was instructed to draft changes to policy for broken items and/or missing parts, including barcodes, to charge a fee for cost and processing for items and bring back to the Board for ratification at the Board's next meeting.

Chairman Paul Erickson announced the next meeting of the board would be held November 18, 2009, and adjourned the meeting at 11:15 a.m.

Respectfully submitted,
Debra Ann Worley