

**HEARTLAND LIBRARY COOPERATIVE
GOVERNING BOARD**

Lake Placid Public Library – Meeting Room
1069 US Hwy. 27 N., Lake Placid, FL

Minutes to the November 8, 2023 Meeting

CALL TO ORDER:

The meeting was called to order at 10:34 a.m.

Moment of Silence for Commissioner Donna Storter-Long & Former Courier James Whidden

Invocation was led by Chair Jeannie Palacios.

Pledge was led by Chair Jeannie Palacios.

ROLL CALL:

Governing Board Members Present: Jeannie Palacios Chair Hardee County; Commissioner Judy Schaefer Vice-Chair DeSoto County; Commissioner Brad Goodbread Treasurer Okeechobee County; Ann Ryals Desoto County; Lauri Benson Desoto County; Terri Moorehouse Glades County; Sue Rood Highlands County; Denise Whitehead Okeechobee County; Robbi Sumner Okeechobee County; Vikki Brown Coordinator Heartland; Sonya Chapa Assistant Coordinator Heartland

Also Present: Regina Ussery Librarian Hardee County; Iris Perkins Librarian Glades County; Linda Waters Librarian DeSoto County.

Absent: Julie Perry Glades County; Commissioner Tim Stanley Glades County; Judith George Hardee County; Nicole Drake Hardee County; Commissioner Arlene Tuck Highlands County; Margaret Dewey Highlands County.

ROUTINE BUSINESS:

Notice of Public Meeting: Notice was properly given.

Additions to Agenda: None.

Approval of the Agenda: Lauri Benson moved to accept, seconded by Margaret Dewey; unanimously passed.

Approval of Minutes of Previous Meeting: Lauri Benson moved to accept the minutes of the previous meeting, seconded by Robbi Sumner; unanimously passed.

NEW BUSINESS:

CONSENT AGENDA:

Denise Whitehead moved to accept the consent agenda, seconded by Lauri Benson; unanimously passed.

I. APPROVE budget amendment BA 24-01

A. Information: Budget amendment includes the addition of a part-time, OPS I.T. addition and the increase cost of replacing the Courier van.

Vikki Brown informed the Board that it is time to set up a succession plan for the Cooperative's I.T. needs as unfortunately the intern program did not work out due to lack of interest. Due to the all of the grants received by the Cooperative, there is an increase in I.T. work and duties, so there is a need for another staff member; an OPS position will allow us this addition along with training and planning for the future.

II. APPROVE purchase of the 2024 Chrysler Pacifica Touring from Alan Jay using Florida State Term Contract No. 251000000-23-STC

Vikki Brown explained to the Board that once again due to a delay in the process of purchasing vehicles with the State Contract the previous approved choice for the courier van is no longer available. Vikki stated that she compared vehicles through the state contracts and recommends the Chrysler Pacifica as the comparable choice to our current vehicle; this does bring a slight increase in price. Robbi Sumner pointed out that the quick quote sheet and the main quote sheet for the vehicle has a price difference of about \$200 between the amounts. Vikki was unsure if a fee may not be included in one but informed the Board she would verify with Alan Jay before finalizing the purchase. Jeannie Palacios informed the Board that they could remove the item from the consent agenda to the action agenda or table it until the next meeting if there were any further questions or discussion needed. Board consensus was to go ahead and approve the purchase now to avoid further delays.

III. APPROVE trade in of Heartland Library Cooperative 2006 Dodge Grand Caravan

IV. APPROVE new Library card design

A. Information: We have found another company that many other Libraries in the State of Florida use that designed the card for approval and offers pricing more cost effective than current company.

Vikki Brown informed the Board that the rate is about half the cost of our current rate and is highly recommended by other Libraries.

ACTION AGENDA:

I. Discussion: Long-Range Plan

a. We will be bringing the long-range plan back to the board for approval at the May meeting. Discussion is to ensure staff include any board suggestions in the new long-range plan.

Vikki Brown provided the Board with information regarding the Cooperative's Long-Range plan that will be brought back to the May meeting for approval; Vikki wanted to ensure that the Board has the opportunity and time to include any input into the plan. Jeannie Palacios asked if the Board looks the information over and has any input if it can be emailed at a later date; Vikki stated that was fine. Denise asked if the Librarians are comfortable with the plan; Vikki stated

that the Librarians are currently working on the plan. Linda Waters mentioned that the courier information needs to be updated as the number of days of service to member Libraries changes from time to time; Vikki stated that it is being updated.

Denise Whitehead asked about an analysis for technology issues since the Cooperative is receiving another I.T. staff member; Vikki informed the Board that there were previously two I.T. positions and we are trying to get back to this state as there are updates and technology items such as E-rate that are being worked on and will be reflected in the new long-range plan. Linda Waters asked if there was a possibility for an overlay service that can search all of the Cooperative's various catalogs to make searching easier for patrons; Linda mentioned that there is work being done at the state level in partnership with GALE to incorporate this type of overlay service for digital resources. Linda explained that when a patron searches our KOHA catalog that it does not pull in eBooks meaning that multiple catalogs have to be searched to find an item. Jeannie Palacios asked if switching from KOHA would alleviate any of these problems in searching. Sonya Chapa informed the Board that switching from KOHA would not address these issues since you would still need to pull in multiple catalogs such as Libby and Boundless also offered by the Cooperative and would be too complicated to do while simultaneously trying to also incorporate an overlay system; Sonya also stated that there would be additional costs in doing so. Vikki informed the Board that it would probably not be recommended to switch from KOHA as the database cleanup has not been long enough to make it feasible to switch. Sonya informed the Board that our partner companies are already looking at methods of incorporating cross-platform already such as Overdrive/Libby's ability to search all catalogs that a patron has a Library card for, for Heartland patrons this means it will search both TBLC and SWFLN catalogs at the same time for items. Vikki stated that these features may be available in the future with KOHA and will include this in the long-range plan for research.

Denise Whitehead asked if we were able to put something proactive into the long-range plan to help address the issues related to attacks on Libraries against the Right to Read and other issues of diverse reading materials. Vikki stated that measures have already been taken in updating the Cooperative policies as minor-safeguards against these attacks but it can also be included in the long-range plans as well.

INFORMATIONAL:

I. Library Statistics

Vikki Brown presented the Board with updated statistics for the Cooperative and informed the Board that all numbers are going up across all of the branches.

II. Financial Statement

Vikki Brown informed the Board that the Financial Statement was provided for the Board's perusal and that the Cooperative is on track with expenditures.

III. Audit Update

Vikki Brown informed the Board that the Audit presentation was unavailable for this meeting as the new state regulations regarding subscriptions and cloud-based services took longer than usual as it is the first time. Vikki stated that the audit is nearly done though and the Board will be updated in May.

Member updates

Denise Whitehead informed the Board that Okeechobee Library Director Kresta King has been assigned by the Okeechobee County Administrator to head the County's 5 year plan and is doing really well in coordinating the County's plans and work. Denise informed the Board that there were over 1400 sports shooters in Okeechobee at the Jack Link's Cup at the Quail Creek Ranch; this is the 3rd largest sports shooting event in the country and will soon be the largest. Denise also informed the Board that Brighton Seminole Reservation Field Days happened and the Battle of Okeechobee reenactment will be happening in the coming week, so there are a lot of things going on in Okeechobee.

Sue Rood informed the Board that the Cracker Trail ride is happening today.

Iris Perkins stated that Glades County Library is getting ready for the summer and thanked Sonya for putting together a Summer Reading Program meeting for the Cooperative staff in Okeechobee. Iris also informed the Board that Glades is still short a staff position as the prospective member did not work out. Linda Waters informed the Board that Iris is doing amazing things with her toddler time program in Glades County and has widely expanded the program's attendance.

Regina Ussery informed the Board that things are busy in Hardee with more programming than ever before including new STEM and technology classes.

Linda Waters agreed with Regina stating that the Libraries are all getting busier with more people in the Library using more resources.

Lauri Bension thanked all of the staff for all of their wonderful work.

Sonya Chapa agreed with the Librarians that we are all getting busier with programs and services. Sonya informed the Board that concert programming is back at the Okeechobee Library thanks to the Cultural Arts Grant along with local author programs and more children's programs all with increased patron attendance. Sonya thanked all of the staff for all of their work.

Vikki Brown stated that she couldn't be more proud to work with all of the people in the Cooperative and that she is always impressed at how much more all of the Libraries are doing with the same or less staff. Vikki stated that COVID reset everything but the

Libraries have succeeded and are working together and cooperative to accomplish even more. Vikki also informed the staff that Highlands is doing more outreach and has gotten even more coverage in the news. Vikki stated that the City of Sebring will be on a HGTV show which will hopefully bring more coverage to the area and the Library.

Jeannie Palacios stated that across the Board no one knew how things would look post-COVID, however the Heartland Libraries have done so much to pour back into the community and thanked all of the Libraries and staff for their work in keeping Libraries current, relevant, and open. Jeannie stated that she loved the Library as a kid and appreciated that now her children are able to do the same. Jeannie also stated that Hardee Library is super busy and is doing a great job.

Sonya Chapa informed the Board that the 25th anniversary of the Library's current location is occurring this year and will host a Disco-themed celebration in honor of this. The date is still TBD but everyone is invited.

Vikki Brown informed the Board that April include Abuse Awareness Week along with National Library Week and asked the Board to please attend your commission meetings.

Vikki Brown also informed the Board that the letters of State Aid award amounts have not been sent out yet so she was unable to provide the update at this time.

Adjournment:

Lauri Benson moved to adjourn the meeting, seconded by Denise Whitehead; unanimously passed. Meeting adjourned at 11:21 a.m.

Respectfully submitted,
Sonya Chapa