

MINUTES

On September 12, 2016, the HLC Council met at 9:30 a.m. at Amarillo Public Library Central, 413 E. 4th, Amarillo, Harrington Library Consortium Meeting Room for a Regular Meeting.

The following Members were present:

Mark Hanna	Chair
Amanda Barrera	Vice Chair
Jacquelyn Owens	Member
Valarie Olson	Member

Also in attendance:

Troyce Wilson	Harrington Library Consortium
Linda Brown	Harrington Library Consortium
Matt Jadwisiak	SirsiDynix, Executive Account Manager

ITEM 1: Call to Order. Mark established a quorum and called the regularly scheduled meeting of HLC Council to order at 9:30 a.m.

ITEM 2: Approval of minutes from the Regular Meetings held on August 15, 2016.

Motion to approve the minutes was made by Jacquelyn and seconded by Amanda and unanimously carried.

ITEM 3: Presentation and Discussion by the Harrington Library Consortium Staff on Current

Departmental Issues and Activities. Troyce reported issues with Dumas High School and other student loads. Troyce has submitted multiple support tickets on these issues. Matt took notes and pledged to get help solving these issues. Troyce expressed concern about the searching feature in Enterprise. Patrons cannot do a search and get only items belonging to their location. Matt said a fix for this is being looked at, but the fix is probably about a year out. St. Josephs Catholic Elementary School in Amarillo requested information for membership. Motley County is waiting for the change to the 365 day cancellation notice in the MOU before signing. Friona Public Library purchased databases only for Friona Elementary School. Troyce expressed dissatisfaction concerning the OCLC reclamation. She is working to get rid of all the bad tags that the reclamation put in the records.

ITEM 4. Presentation and Discussion from the Harrington Users Group Representative.

HUG has not met since May and no issues have been sent to Jacquelyn.

Item 5: Presentation, Discussion and Consideration of the HLC Fee Structure. The finance committee recommends a 3% increase per user license to take effect in October, 2017. Michelle reported that the committee understands that this is a sensitive issue in view of today's financial climate, however they feel a fee increase is necessary so not to deplete HLC's reserve funds. She noted the loss of the ability to draw down \$60,000 from the HLC Endowment and low interest rates have largely contributed to this issue. Michelle noted that HLC staff has done a good job of keeping expenditures as low as possible. Valarie suggested that most principals do not understand that HLC is more than just an ILS system. Amanda and Linda will update HLC's current membership benefit information and provide that to Valarie so that she can provide accurate information to the school principals. Since this recommendation came from a standing committee, no vote is necessary.

Item 6: Presentation, Discussion and Consideration of the HLC Audit (Final).

No action needed.

Item 7: Presentation and Discussion and Consideration of the HLC Budget. The finance committee met on September 1st to approve the 2016-17 operating budget. Michelle presented a cash flow document and budget and explained both in detail. Michelle noted that HLC does have more than sufficient reserves as required by COA, but in order to not deplete the reserves, a fee increase of 3% per user license in October 2017 is recommended. Motion to approve the budget was made by Jacquelyn and seconded by Amanda and unanimously carried.

Item 8: Presentation and Discussion of a Meeting Room Rental Policy. Amanda recommended a for-profit category be added and a rental cost of \$100 for meeting room and \$50 for the computer training lab for these groups. Linda will make the changes and email the policy to each member before the next meeting.

Item 9: Presentation, Discussion and Consideration of Revision of MOU's. Amanda recommended the following be added to #18 on all MOU's: "In cases of extreme financial hardship, the Institution may draft a petition to HLC Council for a waiver of the 365-day notice to terminate the agreement altogether or to reduce the amount of contracted licenses. HLC Council will review the petition and decide on a case-by-case basis whether a waiver of the 365-day notice will be granted without penalty. Such a decision will be reached by a majority vote of Council". Michelle motioned, upon approval from legal, the wording be added to the MOU's. Jacquelyn seconded motion and motion unanimously carried.

Item 10: Presentation, Discussion and Consideration of HLC Investment Policy. Michelle explained that the changes were only to "clean up" the policy. A paragraph entitled "Monitoring" was added on page 4. Monitoring has always been done but was not spelled out in the previous policy. Motion to approve the investment policy was made by Jacquelyn and seconded by Amanda and unanimously carried. Amanda asked if the word "committee" should have been struck under the Investment Committee on page 4. Michelle said the word should not have been struck. Motion to approve this amendment was made by Michelle and seconded by Amanda and unanimously carried.

Item 9. Discuss Time for Next Meeting and Possible Agenda Items.

The next meeting will be October 17 at 9:30 am. HLC Meeting Room Policy, consideration of McLean ISD dropping one license, and approval for Sirsi to promote HLC, will be on the October agenda.

Mark Hanna, Chair

ATTEST:

Linda Brown