STATE OF TEXAS
COUNTIES OF POTTER & RANDALL
CITY OF AMARILLO

MINUTES

On October 11, 2021, the HLC Council met at 9:30 a.m. via Zoom and in the HLC Meeting Room for a Regular Meeting.

The following Members were present in person:

Amanda Barrera	Chair
Valarie Olson	Member
Debbie Reid	Member

The following Members were present via Zoom:

Emily Gilbert	Member
Jackie Owens	Member

Also in attendance:

Troyce Wilson	Harrington Library Consortium
Lauren Pronger	Harrington Library Consortium

ITEM 1: Call to Order.
Amanda established a quorum and called the regularly scheduled meeting of HLC Council to order at 9:32 a.m.

ITEM 2: Approval of minutes.
Motion to accept the September 13, 2021 minutes was made by Valarie, seconded by Debbie, and unanimously carried.

ITEM 3: Presentation, discussion, and consideration by the Harrington Library Consortium staff on current departmental issues and activities.
Troyce reported progress with database cleanup and annual reports, and recounted last Tuesday's funeral of retired Hansford County Librarian Margaret Ruttman in Spearman.

A ticket has been to submitted to Workflows for creating a new report to limit bills shown in a patron's record to only bills for that specific library. Workflows will also be upgraded in December for some minor bug fixes, and Troyce will talk to the Operations Group at the next HUG meeting on October 26, 2021, who will then present it at the following HUG meeting on November 30, 2021.

The next HUG meeting dates were read out as October 26, November 30, January 25, February 22, March 22, and September 27. Troyce relayed HUG member concerns about the recent September 28, 2021 TLA District 2 meeting in Canyon, TX due to member travel distance and budget.

ITEM 4: Presentation, discussion, and consideration of Strategic Planning process and the update of organizational documents.
Amanda introduced a February 2021 Memorandum from Marcus Norris, the Deputy City Attorney for Amarillo at the time, regarding his concerns with HLC's governing documents, primarily that HLC's Bylaws reflect both the original ILA

(Interlocal Agreement) and the current ILA, and his suggestion to update HLC documents to only reflect the most recent ILA. He also recommends possibly forming a group to create a new ILA that would then govern HLC operations. HUG members would form the group making recommended changes to HLC documentation with input from the Amarillo City Legal Department. These recommendations would be presented to HLC Council.

Troyce stated that the HLC Charter will also need to be updated and amended. The Charter names WTAMU (as West Texas State University) as a founding member, but they became non-voting in 2001 and rarely attend meetings; Troyce recommended removing WTAMU from the Bylaws current member list completely. Amanda agreed that the member list should be updated as Texas Tech Health Sciences Center is also considered a Charter member, but is not involved in HLC or its Council.

Troyce introduced a document detailing her regular duties to be passed down upon her retirement in December 2024, to be considered during Strategic Planning.

The Strategic Planning questions from the last Strategic Planning meeting in October 2012 were discussed.

- Open Source resources will be struck from the list under Environmental Scan after a brief discussion of existing open source resources.
- Funding sources were discussed at length including grants, fundraisers, raising license fees, or requiring two licenses per member instead of one. Troyce suggested sending out a survey to all members to find the best solution to raise funding without losing members. HLC's endowment, which is held at Amarillo College, was discussed, including the stipulation that if the public radio station (FM 89.9) leaves AC, HLC loses its endowment. Amanda proposed leaving flyers at legal offices to give the public an option for including HLC in their wills. Troyce and Amanda both proposed sending a survey to HUG members to find new ways of funding.

HLC membership fees were reduced after the 2004 economic crash and were not adjusted again for 10 years. Fees have been raised between 0-2% every year since. Council will revisit financial planning once the Financing Department's financial projection is distributed after the meeting. At HLC's current operating budget and without raising membership fees above 1.5% yearly, all funds will be depleted in 17 years. Amanda proposed sending a brief cost comparison to all members showing how much HLC membership benefits them and how much HLC is paying for the current services to justify raising fees. Jackie proposed speaking to all regional superintendents and school boards at the School Board Training in May after the school board elections.

Amanda read out the Focus Group Questions from the 2008 Strategic Planning session. The answers to those questions were delivered to Amanda's predecessor Donna Littlejohn. Amanda stated she would search for that documentation in the files left for her by Ms. Littlejohn.

ITEM 5: Discuss Time for Next Meeting and Possible Agenda items

The next meeting will be November 8, 2021 at 9:30am in person/Zoom at the HLC offices.

Add the following items to the next agenda:

- Approval of October 11, 2021 minutes.
- Presentation, Discussion and Consideration of HUG representative report.

ITEM 6: Public Forum. - There was no one from the public in attendance.

Meeting was adjourned at 10:33 am.

Amanda Barrera, Chair

ATTEST: