STATE OF TEXAS
COUNTIES OF POTTER & RANDALL
CITY OF AMARILLO

MINUTES

On February 15, 2022, the HLC Council met at 9:30 a.m. via Zoom and in person 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
Emily Gilbert	Member

The following Members were present via Zoom:

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 9:38 a.m.

ITEM 2: Approval of minutes.
Last names should be added to Donna and Mark in Item 5. Motion to accept the January 18, 2022 minutes with the proposed revision was made by Debbie, seconded by Jackie, and unanimously carried.

ITEM 3: Presentation, discussion, and consideration by the Harrington Library Consortium staff on current departmental issues and activities.
Troyce reported progress on the SirsiDynix upgrade: the upgrade will be done after hours on Monday, March 14th. T-Mobile has lost the state contract which may affect the ECF fund – she will look into it. Envisionware will be going to Cloud 9 for the PC Reservation Module which would raise the price, but would also change the contract to unlimited libraries and computers meaning the overall cost would go down as we add more libraries. Troyce will present this option to the Public Libraries Interest Group at the HUG meeting next week on February 22nd. The State of Texas will be changing their ILL software and will begin to receive bids in the Spring; the current software, NRE, will remain in place until August 2023. Database cleanup of duplicate users has revealed problems with user registration protocol in many libraries. Troyce will speak with HUG next week about searching for existing users before creating a new one. A similar report of old accounts has been given to APL staff for cleanup and is still in progress. An EBSCO vendor will present a new product next month via Zoom. The quote from Comics+ was $14,000, the content cannot be selectively filtered, and they currently do not carry Disney and Marvel content.

ITEM 4: Presentation, discussion, and consideration of HUG representative report.
Jackie has no news to report.

ITEM 5: Presentation, discussion, and consideration of Strategic Planning process and the update of organizational documents.

The following are all proposed changes to the organizational documents of HLC.

Discussion of Bylaws:

- Strike all references to "Board" and replace with "Council" if necessary, including in Article V Section I, Article VII Sections 2a and 2d
- Article III, Section 1: strike all of c (remove West Texas A & M). A note will be added to the Interlocal Agreement document that WTAMU was a founding charter member, but is no longer a licensed voting member (listed below under Charter)
- Article V, Section 1a: add "licensed" before "charter member": "each **licensed** charter member institution shall represent that member on the Council. If a **licensed** charter member does not appoint..."
- Article V, Section 2c: change "viva voice" to "via voice" and add "or email": "Voting shall be **via voice**, except upon the request of one or more representatives for a secret ballot **or email**."
- Article VII, Section 1a: add semicolon to end
- Article VII, Section 2: strike all of k
- Article VII, Section 2c: strike "selection of the auditing firm"
- Fix Article VII, Section 2's subsection lettering
- Article VII: strike all of Section 3
- Strike "as contracted" and add "per interlocal agreement" in its place in Article IX, Section 2 and Article X

Discussion of Governance Document:

- Strike "also referred to as a Board," "one representative from the Advisory Council," and "one representative from the lay community with voting membership" from Council
- Change "each charter member" in Council to "each **licensed** charter member"
- Add "and one representative from the Harrington Users Group" to Council
- Charter Institution: strike "Shawna Kennedy-Witthar and West Texas A & M" and change Emily Gilbert's title to "Director of Library"
- Add note that Acquisitions and Serials Taskforces were eliminated in 2022 and strike them from Taskforces
- Replace Technical Advisory Committee with "was no longer needed and will be considered an Ad Hoc Committee appointed by HLC Council as needed"
- Operations Group: change to "The Operations Group is composed of designated representatives of the member institutions and the staff of Central Site."
- Enterprise: change Pam Barrett from "CAP" to "AISD Head of Library"

Discussion of Charter:

- Add line to Interlocal Agreement document concerning removal of West Texas A & M as a Charter Member
- Article I: strike "and secondarily to other citizens of the Panhandle of Texas"
- Article II: change "HLC Council shall meet annually" to "shall meet **as needed**"
- Article III: correct article title of "MMMERSHIP" to "CHARTER MEMBERS," change "membership in HLC" to "**Charter** membership in HLC" and "such libraries will be customers of HLC and not members" to "such libraries will be **regular members** of HLC and not **charter** members"
- Article IV: change "this cost shall not be more than the cost of the computer run, the tape used, and programming required" to "the cost of the **labor** and programming required"
- Article IV: Strike all of paragraph 2
- Article V: change "all central site hardware..." to "all central site hardware, **including PCs, printers, peripherals, furnishings and fixtures**" and strike all other parts.
- Article VI: change "four-member Council" to "**five**-member Council"
- Article VI: add "as defined in Article V, Section 1 of the HLC Bylaws" after "herein referred to as 'HLC Council'"

- Article VII, 2: strike "these costs will be billed to the Members..." and change "the payment shall be payable" to "the payment shall be **invoiced**"
- Article VII: strike 3, 4, and 8
- Article VII, 5: add "as recommended by the Operations Group and voted upon by the Harrington Users Group" to the end of the sentence
- Article VII, 6: change "members shall participate" to "members **may** participate"
- Troyce will investigate Article VII, 7 for compliance with Texas state law
- History will be incorporated into Article VIII to differentiate between the current and original fiscal agents
- Article VIII, 6: strike "monthly transaction reports to the Chairman and"
- Article VIII, 7: strike "for all Amarillo College transactions" and add "**along with the Annual Report** will be sufficient evidence"

The rest of the Charter and all other documents were tabled for the next meeting. The changes will be distributed to Council, and once approved, will be sent to HUG.

ITEM 6: Discuss Time for Next Meeting and Possible Agenda items

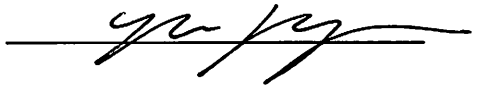
The next meeting will be March 8, 2022 at 9:30am in person/Zoom at the HLC offices.

Add the following items to the next agenda:

- Approval of February 15, 2022 minutes.
- Presentation, Discussion and Consideration by the Harrington Library Consortium staff on current departmental issues and activities.
- Presentation, discussion, and consideration of HUG representative report.
- Presentation, discussion, and consideration of Strategic Planning process and the update of organizational documents.

ITEM 7: Public Forum. - There was no one from the public in attendance.

Meeting was adjourned at 11:15 a.m.

Amanda Barrera, Chair

ATTEST: