STATE OF TEXAS
COUNTIES OF POTTER & RANDALL
CITY OF AMARILLO

MINUTES

On March 8, 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

The following Members were present via Zoom:

Emily Gilbert	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.
Motion to accept the February 15, 2022 minutes with the proposed revision 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 on the monthly cost of HLC's color copier from Tascosa Office Machines – the charge will drop from $114.26 to $68.50/month after talking to them about a discount because of how little the machine is utilized. The current lease for that machine has 30 months left.

OCLC will delete all current ILL holdings and HLC will need to replace all holdings with a new load. Troyce will do this for all college and public libraries using Interlibrary Loan once OCLC sends her the required file name and job number. When the new ILL system is integrated into the ILS, it's likely that the holdings will need to updated both in the ILS and in OCLC.

HLC's current operating hours on the website and meeting room policies are 8:00am – 5:00pm, Monday – Friday. These need to be changed from 9:00am – 6:00pm, because of HLC staff hours and because the doors to the Amarillo Public Library building, where HLC is currently housed, open at 9:00am. This change will be added to the next meeting's agenda for voting.

The HLC budget needs to be verified with the City as the financial report received this quarter does not match the budget approved by the Finance Committee. Debbie reports that the City is having problems with reoccurring journal entries and this may have caused the discrepancy. It will be looked into.

Database cleanup is still in progress, and the SirsiDynix update is still on track for next Monday, March 14th. Recording a Workflows training video that would help prevent duplicate users from being created in the future was discussed. This video would be available on the HLC website for all members.

ITEM 4: Presentation, discussion, and consideration of HUG representative report.

Jackie Owens is not present. No one else has any news to report.

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

HLC's letter from the IRS stating its tax exempt status is being held at the Amarillo Area Foundation, but a copy can also be requested from the IRS.

In 1987, the City of Amarillo became HLC's fiscal agent through a bidding process and was confirmed with a vote. None of the bidding or voting is recorded in HLC minutes or other historical documents. These records may be on file with the City as a Fiscal Agent Agreement. Debbie will look for the City records to ensure that proper procedure was followed.

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

Discussion of Charter:

- All mentions of "Council" should be capitalized for consistency.
- Article IX: change first paragraph to "The Council shall determine the most appropriate site for the operating agent **and any necessary equipment**," striking the rest of the paragraph.
- Article IX, 1: change to "Provide, subject to the direction of the Council, the facilities, personnel**, equipment,** and services necessary to operate the automated system."
- Article IX, 2: strike all of 2.
- Article IX, 3: strike all of 3.
- Article IX, 4: strike all of 4.
- Article XIII, B: change second paragraph to "Each member's share shall be determined **through the recommendations of the HLC Financial Advisory Committee and the HLC Council**," striking the rest of the sentence.
- Article XIII, B: change "This formula shall be reviewed annually" to "**Each member's share** shall be reviewed annually by the Council, and shall be adjusted if necessary," striking the rest of the paragraph.
- Article XIII, D: change fiscal year to "**October** 1 through **September** 31."
- Article XIII, E: in "an amount of money equal to the share of costs assigned to each of the members according to the formula," strike "according to the formula."
- Article XIII, E: strike "pay into the fund in accordance with the formula and payment" and replace with "**make payment on/before the schedule set by Council**"
- Article XVII: strike "i.e. parent institutional computer centers."
- Article XVII: change all instances of "consultant" to "consultant**(s)**"
- Article XVIII: change "without the'express written consent" to "**without the express written consent**"

The Memorandum of Understanding needs to be changed going forward to make sure the payment schedule adheres to Texas state law. This will be brought up at next meeting.

The Interlocal Agreement will also be brought to the next meeting for updating.

Once all organizational documents have been updated, the Strategic Planning Goals from 2013 will be examined and re-evaluated to create new organizational goals.

The updated version of the Bylaws, Charter, and Governance documents from this and the last meeting will be distributed to Council for voting next meeting.

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

The next meeting will be April 5, 2022 at 9:30am in person/Zoom at the HLC offices.

Add the following items to the next agenda:

- Approval of March 8, 2022 minutes.
- Presentation, Discussion and Consideration by the Harrington Library Consortium staff on current departmental issues and activities.
- Presentation, discussion, and consideration of changing the operational hours of the Harrington Library Consortium.
- Presentation, discussion, and consideration of HUG representative report.
- Presentation, discussion, and consideration of Strategic Planning process and the update of organizational documents.
- Vote on acceptance of amended Bylaws, Charter, and Governance documents.
- Vote on new operational hours for the Harrington Library Consortium.

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

Meeting was adjourned at 10:40 a.m.

Amanda Barrera, Chair

ATTEST: