STATE OF TEXAS
COUNTIES OF POTTER & RANDALL
CITY OF AMARILLO

# MINUTES

**On April 5, 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:

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| Amanda Barrera | Chair |
| Valarie Olson | Member |
| Debbie Reid | Member |

The following Members were present via Zoom:

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| Emily Gilbert | Member |
| Jackie Owens | Member |

Also in attendance:

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| 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 9:33 a.m.

**ITEM 2: Approval of minutes.**
Motion to accept the March 8, 2022 minutes was made by Debbie, seconded by Valarie, and unanimously carried.

**ITEM 3: Presentation, discussion, and consideration by the Harrington Library Consortium staff on current departmental issues and activities.**
Troyce reported that libraries wanted to pay through HLC for purchases from Fun Expression (Oriental Trading Company) instead of making the payment directly with their own credit cards. HLC has a discount account with Fun Expression so the libraries could purchase things at lower cost as with most other HLC vendors. This requires HLC to fill out an application for credit from Fun Expression. Debbie will have the City of Amarillo financial office fill out the required bank information on the application and Amanda will sign it.

Multi View, who does TLA's advertising, called Troyce and requested HLC participate in an ad campaign – HLC's information would be included in the email newsletter sent out by TLA. The shortest campaign (3 months) costs $2130, and inclusion in the Buyer's Guide for 1 year costs $3000. It was agreed that HLC would reach out directly to prospective members instead of participating in one of these campaigns, as it would be more effective and cheaper.

The Sirsi upgrade was completed with only a couple of minor issues. Some users receive a message saying they don't have proper privileges and must contact their administrator, but clicking "OK" launches WorkFlows successfully. This is a known issue stemming from the Permissions folder on the workstation where WorkFlows is being used. Additionally, sometimes Staff Update doesn't show under File. This is also a known issue which SirsiDynix will address.

The Sirsi upgrade came with three new reports. The Reading Level report works well with AR levels, but not with Lexile. Troyce is looking into a manual fix that will incorporate Lexile levels into the report.

All the deletions and holdings for public and academic libraries have been sent to OCLC. The deletion amounts are larger than usual due to weeding over Covid closures. Troyce will continue working on getting the OCLC numbers into the new records.

Database cleanup is still in progress.

The proxy server is still down with no time estimate on getting it back up.

**ITEM 4: Vote on new operational hours for the Harrington Library Consortium.**
Motion to accept the new HLC operational hours of 9am to 6pm Monday – Friday made by Valarie, seconded by Jackie, and unanimously carried.

**ITEM 5: Presentation, discussion, and consideration of HUG representative report.**
Jackie was not present at the last HUG meeting and has heard no concerns.

**ITEM 6: Vote on acceptance of newly amended Bylaws, Charter, and Governance documents.**
Motion to accept the newly amended Bylaws, Charter, and Governance documents made by Emily, seconded by Valarie, and unanimously carried.

**ITEM 7: Presentation, discussion, and consideration of Net Payment Terms.**
The Memorandum of Understanding needs to change Item 7 to match the Net Payment Terms in Section 2251.021 of Title 10 of the Texas Government Code. This will change the Payment Terms from 60 days to 30 days.

Change all Memorandum of Understanding documents to match the 30 days. Amanda will get a legal abbreviation for the new wording.

Motion to make discussed revisions to all Memorandum of Understanding documents made by Jackie, seconded by Debbie, unanimously carried.

**ITEM 8: Presentation, discussion, and consideration of vendor information requested by the City of Pampa.**
The City of Pampa is requesting an updated W-9 from HLC. Debbie will get a new W-9 from the City and send to Council.

Motion to update the W-9 each January and distribute to members as requested made by Debbie, seconded by Valarie, and unanimously carried.

**ITEM 9: Presentation, discussion, and consideration of increasing annual User License Fee.**
HLC currently charges $1,432.00 annually for a user license. Council has agreed in the past that the fee can only be increased by 0.5% - 1.5% annually. Before Covid, the annual license fee increase was 1.5%, but was taken down to 0.5% during the Covid pandemic to alleviate financial stress. A return to the 1.5% increase from this past year's fee would make the 2022-2023 user fee $1,453.48 per license.

Increasing the user license fee above 1.5% would need to be approved by HUG. The Finance Committee will do another study to find the best future increase to balance retaining current membership and sustaining HLC's finances, and the budget will be reviewed to find charges that can be decreased in the future such as COA IT fees. Debbie will also bring the Second Quarter Financial Report to the next meeting to discuss HLC's finances and best future steps.

**ITEM 10: Vote on increase of annual User License Fee.**

Motion to increase the User License Fee by 1.5% made by Jackie, seconded by Valarie, unanimously carried.

**ITEM 11: Presentation, discussion, and consideration of Strategic Planning process and the update of organizational documents.**

The 2013 Strategic Planning session had breakout groups of public and various school libraries to answer focus group questions. The Q&A's and goals set during this last session need to be re-assessed and new goals set.

Jackie reports that the Region 16 superintendent training session is looking for presenters and would be a good place to try to get new members.

**ITEM 12: Discuss Time for Next Meeting and Possible Agenda items**

The next meeting will be May 10, 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 HUG representative report.
- Presentation, discussion, and consideration of Strategic Planning process and the update of organizational documents.
- Presentation, discussion, and consideration of past strategic planning session focus groups and Q&A's.
- Presentation, discussion, and consideration of Financial Committee report.

**ITEM 13: Public Forum. -** There was no one from the public in attendance.

Meeting was adjourned at 10:47 a.m.

Amanda Barrera, Chair

ATTEST: