STATE OF TEXAS
COUNTIES OF POTTER & RANDALL
CITY OF AMARILLO

MINUTES

On May 10, 2022, the HLC Council met at 9:30 a.m. 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

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 9:30 a.m.

ITEM 2: Approval of minutes.
Motion to accept the April 5, 2022 minutes was made by Valarie, seconded by Emily, and unanimously carried.

ITEM 3: Presentation, discussion, and consideration by the Harrington Library Consortium staff on current departmental issues and activities.
Troyce reported visits to Spearman and Booker to help with inventory. She may visit Booker again for database training.

Database cleanup is still in progress. Missing User and Item Cat 1s have been filled in.

The proxy server came back online at the end of April.

A new report was created that shows a list of bills with alt and user IDs.

An update on web services and Blue Cloud circulation will be done on Thursday, but with no service interruption.

Blue Cloud has been updated and patrons can now be modified.

ITEM 4: Vote on Bonham's withdrawal from BlueCloud Circulation for 2022-2023.
Bonham sent an email to withdraw from Blue Cloud within the 365 days stated in the Bylaws. Council has decided that this type of withdrawal will be taken on a case-by-case basis in the future.

Motion to allow the withdrawal made by Emily, seconded by Debbie, and unanimously carried.

ITEM 5: Presentation, discussion, and consideration of HUG representative report.
Jackie is not present at this Council meeting; no report was given.

ITEM 6: Presentation, discussion, and consideration of Strategic Planning process and the update of organizational documents.

Correction on last meeting's user license fee rates: the 2021-2022 rate was stated to be $1481 but was actually $1432. An increase of 1.5% would increase the 2022-2023 user license fee to $1453. This has been corrected in the April minutes. A vote to accept the new 2022-2023 rate will be done under Item 8.

ITEM 7: Presentation, discussion, and consideration of past Strategic Planning session focus groups and Q&A's.

The 2013 Strategic Planning session split the member libraries into focus groups. This next session will split into the following groups: elementary schools, secondary schools, and combined academic and public. HLC Staff and HLC Council will be additional groups.

The following changes will be made to the General Membership Questionnaire:

- Change question 5 to "What would it take to increase your participation in HLC?"
- Change question 8 to "Which products and services do you use the most? Why?"
- Add a question about training: "Are you aware of the training opportunities available and have you used them?"
- Remove question 9.
- Remove question 10.
- Remove question 12.
- Change question 13 to "What service or product would you like HLC to consider in the next one to three years?"
- Add a question about "Would you be willing to pay more for additional services?"
- Add a section for general comments.

The following changes will be made to the HLC Staff Questionnaire:

- Change question 7 to "Do you like the current organization and structure of HLC. If not, what are your ideal changes?"
- Remove question 10.

The following changes will be made to the HLC Council Questionnaire:

- Remove question 4.

ITEM 8: Presentation, discussion, and consideration of Financial Committee report.

Debbie met with the Financial Committee who will put together a five-year plan for HLC's finances. The corrected User License rate will be included in the plan. Daniel West is the current Finance Committee representative from AISD.

A motion to accept the corrected User License rate of $1453 for the 2022-2023 fiscal year made by Emily, seconded by Valarie, and unanimously carried.

Debbie will be retiring from the City of Amarillo in the Fall of this year.

ITEM 9: Discuss Time for Next Meeting and Possible Agenda items

The next meeting will be June 21, 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 past strategic planning session focus groups and Q&A's.
- Presentation, discussion, and consideration of Financial Committee report.

ITEM 10: Public Forum. - There was no one from the public in attendance.

Meeting was adjourned at 10:47 a.m.

Amanda Barrera, Chair

ATTEST: