

STATE OF TEXAS  
COUNTIES OF POTTER & RANDALL  
CITY OF AMARILLO

## MINUTES

**On January 10, 2023, 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:

Emily Gilbert	Chair
Amanda Barrera	Vice-Chair
Matt Poston	Member

Also in attendance:

Troyce Wilson	Harrington Library Consortium
Silvia Shaver	Library Secretary

### **ITEM 1: Call to Order.**

Emily 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 October 04, 2022, minutes was made by Amanda. Seconded by Matt, and unanimously carried.

### **ITEM 3: Presentation, discussion, and consideration by the Harrington Library Consortium staff on current departmental issues and activities**

Troyce reported that she and Richard have been working on the website; almost all elements are updated, except for the minutes for HLC, and Troyce is working on adding them. Pampa has some yearbooks posted online that didn't get migrated over; Troyce will be working on that.

Troyce said Cloud Nine is configured, and ready to be set-up for all the area librarians. Michael and Ben will provide training.

Troyce spoke with Stacy Betts and Linda Bone from Sirsi; they have been talking to the company's upper management trying to figure out what they need to present to get our contract costs down. Amanda and Troyce will have a conference phone call on Friday with Stacy and Linda to further discuss the transition.

Troyce will send an email out telling everyone the APL staff assignments after she retires. For example, if they have cataloging questions, they will need to direct them to Ivon. If they have ILL questions, they will need to direct them to Toshia.

Ben and Troyce have been working at St. Mary's, and their collection looks better now. They are excited because they are going to be able to start checking out books now.

Troyce will delete all the items from AISD in September. She is going to remove the users, except for the ones that have fines with the APL. Those she is going to switch over to an APL account.

Troyce and Richard are going to provide webpage training this month. They are going to offer four sessions over the course of two days. The training will be recorded for people who cannot attend.

Amanda mentioned that she is working with HR to create an Office Manager position for HLC.

**ITEM 4: Presentation, discussion, and consideration of the survey sent to HLC member libraries**

Amanda presented the overview of the survey sent to HLC member libraries. She said that they did not get the expected response, as far as how many people participated. Despite that, Council received a lot of information that it can work with, including a suggestion to create a formal mentorship program.

The results of the survey will be presented at the next HUG meeting on January 24<sup>th</sup>, and Council members will ask for volunteers to be mentors.

**ITEM 5: Presentation, discussion, and consideration of SirsiDynix Contract**

This item was tabled for the next meeting because the contract is still under discussion in light of AISD's withdrawal from HLC.

**ITEM 6: Presentation, discussion, and consideration for invoicing AISD for the deletion and extraction of database files**

Sirsi sent Troyce the estimate for them to delete all AISD libraries for \$1,500. HLC paid Sirsi \$3,800 to extract all the records.

Fees assessed to AISD will be based on what Sirsi charges for deleting data from the ILS, which is \$300 an hour, plus a \$300 project fee. Troyce did a test on how long it will take to delete everything for one library, and it takes over an hour. There are 54 libraries times \$300, plus a \$300 project fee. The total Troyce is proposing for the extraction and deletion of everything is \$21,800, plus \$1,210 for the remaining library cards purchased by HLC at the request of AISD libraries.

Amanda made a motion to invoice AISD for the deletion and extraction of database files in the amount of \$23,010, to be paid in this fiscal year. Matt seconded, and the motion carried.

Troyce is going to invoice AISD for the \$3,800 that we already spent, and a separate invoice in the amount of \$19,210 for the deletion and the remaining library cards will be sent in October.

**ITEM 7: Discuss time for next meeting and possible agenda items**

The next meeting will be on Tuesday, February 14, 2023, at 9:30 a.m. at the HLC office.

Add the following items to the next agenda:

- Discussion of HLC Office Manager applicants.
- Discussion of SirsiDynix Contract.

**ITEM 8: Public Forum** - There was no one from the public in attendance.

Meeting was adjourned at 10:14 a.m.

---

Emily Gilbert, Chair

ATTEST:

---