STATE OF TEXAS
COUNTIES OF POTTER & RANDALL
CITY OF AMARILLO

MINUTES

On September 12, 2022, the HLC Council met at 10:00 a.m. in the HLC Meeting Room for a Regular Meeting.

The following Members were present in person:

Amanda Barrera	Chair
Debbie Reid	Member
Emily Gilbert	Member
Jackie Owens	Member

Also in attendance:

Troyce Wilson	Harrington Library Consortium
Silvia Shaver	Library Secretary
Matt Poston	COA Finance

ITEM 1: Call to Order.
Amanda established a quorum and called the regularly scheduled meeting of HLC Council to order at 10:13 a.m.

ITEM 2: Approval of minutes.
Motion to accept the August 8, 2022, minutes was made by Debbie, 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 that she received an email by AISD stating that they wanted their database in SQR format by October 28, 2022. It is when they are going to migrate their database to Mac and Assets System. Troyce asked the members, when we pull the items and everything from the database, do you want Troyce to remove all the items, all the bills that are associated with those items and any overdue from the patrons' records, so they can use their databases?

Amanda mentioned that we are obligated to provide that access as long as they are members.

Troyce is going to contact Sirsi to have them do the database extraction to send to AISD. She is going to remove their circulation map, all their user profiles, circulation rules, remaining websites, and Enterprise instances. By AISD doing the extraction now, most everything should be done by the end of January 2023, when Troyce retires.

Troyce proposed to make signs to inform patrons that by the beginning of October 2023, AISD student and faculty cards will not longer be valid at public libraries. They will need to get a separate library card.

Troyce had an issue with the barcodes because the distributor closed their doors. The new distributor almost doubled the price that we were paying.

Sirsi has not contacted Troyce back about what they are going to do about the contract with AISD's impending withdrawal.

ITEM 4: Presentation, discussion, and consideration of HUG representative report Jackie did not attend the last HUG meeting; no report was given.

ITEM 5: Approval of 2022-2023 budget with new adjustments

Debbie presented the 2022-2023 budget. She left SirsiDynix the same. After five years we are still in the black by $63,936. Amanda asked how are the increases with the IT charges calculated? Debbie responded that the city assesses a 3% cost increase per year, which is standard.

Motion to accept the 2022-2023 budget with new adjustments made by HLC Finance Committee, prior this HLC Council meeting, seconded by Jackie, and unanimously carried.

ITEM 6: Presentation, discussion, and consideration of HLC Organizational chart

Troyce mentioned on the HLC council we will need to do some adjustments; AISD will be gone, West Texas A&M is gone. It should just be HLC council, AC, APL, the Finance Chair, which will be Matt Poston, a HUG representative, a layperson, and City of Amarillo.

Debbie mentioned that the Financial Advisory Council has always been City of Amarillo, Amarillo College, and AISD, so they need to figure it out who is going to replace AISD. Troyce is going to reach Dumas AISD to ask them if they want to be part of the Financial Advisory Council.

Replace Debbie with Matt Poston. Replace Patty with Daniel West.

ITEM 7: Presentation, discussion, and consideration of Bylaws to reflect AISD's withdrawal

Presentation, discussion, and consideration on Bylaws to reflect AISD's withdrawal was tabled for further review.

ITEM 8: Presentation, discussion, and consideration of survey to send to HLC members

3, Amendment: "What activities do you need to do or would like to do but you can't do it alone?" to "What activities do you need/would like to do but you can't do it alone?" Everyone agreed to send the survey out.

ITEM 9: Discuss time for next meeting and possible agenda items

The next meeting will be on Tuesday, October 4, 2022, at 9:00 a.m. in person at the HLC offices.

Add the following items to the next agenda:

- Approval of September 12, 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 Bylaws to reflect AISD's withdrawal.

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

Meeting was adjourned at 11:06 a.m.

_____

Amanda Barrera, Chair

ATTEST:

_____