

HILLSBOROUGH COUNTY PUBLIC LIBRARY COOPERATIVE
Bruton Memorial Public Library
February 11, 2009

In attendance: Joe Stines, Director, Tampa-Hillsborough County Public Library (THPL); Armand Ternak, Division Director, Temple Terrace; Anne Haywood, Director, Bruton Memorial Library; James Martin, Chair, Hillsborough County Public Library Services; David Wullschleger, Manager of Operations (THPL); James Chambers, Parks and Recreation Manager, Temple Terrace; Annette Lehmann, Sr. Library Assistant, Hillsborough County Library Services.

The meeting was called to order at 2:05 p.m.

Minutes of the November 12, 2008 were approved.

Unfinished Business

- Review of Bylaws – Suggestions were made to change several Articles of the ByLaws: Article II – Add a section stating, *“There shall be at least five (5) days notice, oral or written (not including day of verbal announcement or mailing.”* In Article V – Section 1 – Strike or delete Secretary from the section. Change the wording in Section 4 to read: Any member of council can serve in the absence of the Chairperson, other than the administrative head. Article V – Section 5 – *The Secretary shall keep an active and accurate account of all proceeding of regular and special Council meetings.* Minutes of each meeting shall be e-mailed as an attachment with the notification to Council for approval at the next subsequent meeting. The Secretary shall provide a copy of the approved minutes of the Council to each member library for official archival record purposes. Council requested the minutes of the meetings be posted on the HCPLC website. *Article V – Add a section to include the Administrative head is responsible for providing secretarial support.*
- Redraft of Interlocal Agreement – Council members were reminded that the deadline for the Interlocal Agreement is in August when it will be presented to the Library Board. All suggestions and questions should be e-mailed to David Wullschleger. Council members requested clarification of section B(1)*Additional State Aid.* Revisions were also suggested to section F(1)(2) as the Council would like provisions to be made for possible extra funding and administration of the funds. A suggestion was made to include the following under Section 2(6): *“In the event that County funds to finance this agreement become unavailable, the County may terminate this Agreement upon no less than 24-hours notice in writing to the other Governmental Units.”* A possible 30-day advance notice was also suggested.
- Payment of Lost Books – A quarterly report will be presented at each Cooperative meeting.

- Policy LS 1506 Policies and Procedures Manual—LS1506 was unanimously approved. Procedures will be developed regarding the refunds and adopted at the next meeting.
- Weeding Materials—Ms. Haywood requested that no one withdraw material belonging to Bruton Memorial Library. Any such materials should be forwarded to Bruton for a decision. Mr. Ternak reported the Temple Terrace Library has just completed an extensive weeding.

New Business

- Circulation Policies—The County is preparing to write off a percentage of bad debt and has made a stipulation that any patron with outstanding fines greater than three years be placed under inactive status. The Library should attempt to collect outstanding fines but not deny patron use of the computer system if the fine owed is ten dollars or less.
- Condition of Online Services – The public internet system has been inoperable for intermittent periods. Library Network Services is looking into issues with Websense and should have these solved soon.
- Reciprocal Borrowing Update—Bruton Memorial has seen a .7 percent rate of reciprocal borrowing use in January 2009. Temple Terrace Library has not experienced a high percentage of reciprocal borrowing.
- FY 10-11 Budget—Hillsborough County Library Services Department is in the process of determining possible efficiencies which are required to be submitted as part of the budget. Budget cuts will be determined according to revenue information which is still pending.

Report of the Administrative Head

Information was provided concerning FY 2008-2009 State Aid to Libraries Grants and the breakdown for FY 2009 State Aid Allocation.

The meeting was adjourned at 4:07 p.m.

Next meeting: May 14, 2009, 2:00 p.m. at John F. Germany Public Library.
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