

Hidalgo County Library System
Advisory Board Meeting
Date: January 25, 2018
Location: Speer Memorial Library

Directors (or Representatives) Present:

Laura Solis	Alamo	Marisol Vidales	Mercedes
Albert Chambers	Donna	Mayra Rocha	Mission
Letty Leija	Edinburg	Yenni Espinoza	Peñitas
Hilda Molina	Elsa	Adolfo Garcia	Pharr
Raul Sanchez	Hidalgo	Armandina Sesin	San Juan
Susana Villegas	La Joya	Arnoldo Becho	Weslaco
Kate Horan	McAllen		

Board Members Present:

Christine Warren	Weslaco
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Others Present:

Eddie Gil	Edinburg	Mike Singleterry	Pharr
David Vergara	Hidalgo	Richard Rodriguez	San Juan
Anabel Pintor	Hidalgo	MariCarmen Garcia	Weslaco
Jorge L. Gonzalez	McAllen	Juan Hernandez	Weslaco
Eddie Lopez	McAllen	Martin Mata	Weslaco

- I. Call to Order Kate called the meeting to order at 11:44 a.m.

- II. Review of Minutes The minutes from December 14, 2017 were modified to correct a spelling error. Kate motioned to approve minutes as corrected. All in favor. Motion carried

- III. Old Business
 - A. Digitization of HCLS archives
Recommendation was made by Marisol to combine files into one place. Kate, Marisol, Arnold, Adolfo and Mayra signed up to help go through files. Hilda mentioned she could help with the scanning of paperwork. Recommendation was made to obtain a county email address or gmail to save documents on the cloud. Arnold volunteered to contact Monica about potential county email address for HCLS.

 - B. Update on TSLAC Annual Report for HCLS
Kate mentioned that Marisol had sent out an email reminding everyone about the State Library Report. Marisol sent out email on March 29, 2017. Email covers information on how to report money and figures on our report. Money paid directly to TLC from County will reported on HCLS report. Money paid to libraries will be reported on individual library reports. The \$400,000 paid by Speer Memorial Library will be reported on the HCLS report.

C. Review of Online Payment Systems

Jorge went over report on E-Commerce options. Three options were presented including TLC, Comprise Technologies, and Envisionware. Discussion ensued. Those in attendance leaning towards TLC option.

D. Navigator Migration Follow-Up

The status of libraries on their Navigator migration was discussed. Libraries were encouraged to keep working on this endeavor.

IV. New Business

A. Annual Vote on Disbursement of County Funds

Arnold made a motion to pay TLC first and disburse funds equally among participants. All in favor. Motion passed.

B. County Collection Committee – Promotion, Spending Projections, Monthly Usage and Spending Reports

Kate passed out a statistical report on the usage of e-Books, e-Audio, e-Magazines, and Comics Plus. She mentioned that statistics looked good for all the services except Comics Plus. Discussion brought up concerning continuing Comics Plus service next year or doing away with service. It was recommended for libraries to keep promoting these services on social media to keep interest alive. Marisol presented figures for continuing these platforms for next year - \$9600 for magazine and RB Digital service, \$7200 for Comics Plus, and \$6000 for magazine content. Mayra went over HCLS e-Book Funds Summary Report. Report indicates that each library has \$5,756.65 of credit to spend on e-books and e-audiobooks for their library on RB Digital. A tentative deadline was discussed of July 2018 by which to spend the funds. A goal of spending \$1,000 per month was presented to libraries to help us get to our deadline. When placing orders, please CC Mayra on those purchases so she can keep a running total on how much money has been spent from credit with RB Digital.

C. Standardization of LS2 User Roles & Permission Levels

Jorge went over Staff Roles and User Roles handouts. He reported that there are 4 roles: Basic, Circulation, Supervisor, and Administrator. Roles were modified to enable/disable certain functions depending on role. He mentioned that TLC was recommending that universal passwords be done away with.

D. Annual Appointment of Standing Committees

The Circulation/ Technology Committee will be comprised of Eddy G., Hilda, Yenni, Armandina, Jeanette, Jorge, Marisol, Arnold, Eddie L., and Mayra. The Collection/ Marketing Committee will be comprised of Mike, Mayra, Kate, and Arnold. Recommendation was made by Marisol to combine files into one place. Kate, Marisol, Arnold, Adolfo

V. Information Exchange

Congratulations on Pharr Development & Research Center.

A motion to adjourn was made by Kate at 1:40 pm.