

**Minutes**  
**PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM**

**4:00 PM**

**PPLCS CONFERENCE ROOM**

**January 21, 2014**

**CALL TO ORDER** at 4:03pm

A. Invocation and Pledge of Allegiance led by Mr. Corbin.

B. Roll Call

**Present:** Rita Maupin, Wretha Webb, Susan Harris, Kay Ann Sattelmeier, Barbara Belford, Pam Pichard, Alan Barber, Ruth Attaway, Donna Pate, Renae Rountree, Lennetta Greene and David Corbin.

**Excused Absence:** No absences

**PPLCS Staff:** Susan Hughes, Administrator and Betsy Willett, Admin Asst.

**Public Present:** Sharon Key

C. Approval of Agenda-Pichard

Motion made by Mr. Barber, Seconded by Ms. Attaway to approve agenda. Motion carried.

D. Approval of Minutes from December 10, 2013

Motion made by Ms. Maupin, Seconded by Ms. Rountree to approve minutes from December 10, 2013. Motion carried.

**I. REPORTS AND REQUESTS**

A. Consent Agenda Items

1. Request: Pay bills/invoices

Motion made by Mr. Corbin, Seconded by Ms. Belford to approve bills and to allow staff to pay bills that are budgeted in-line items with back up documentation provided. Motion carried.

Motion made by Ms. Attaway, Seconded by Mr. Corbin to accept and renew lease with JC BOCC for 5 years, as presented to Board. Motion carried.

B. Credit Card to pay for FLA

Motion made by Mr. Corbin, Seconded by Ms. Maupin to allow staff as approved corporate card personal assigned and to remove Jerry and Elsie from account. Motion carried.

C. Administrator's Report

Motion made by Ms. Attaway, Seconded by Mr. Barber to allow mileage as requested by Susan Hughes and Betsy Willett to visit Calhoun/Washington respectively and other possible site visits at other libraries to see how Koha transition is working. Motion carried.

Motion made by Ms. Rountree, Seconded by Mr. Corbin, to have PPLCS be the Superlibrarian user for Koha and all tickets go through PPLCS' office. Motion carried.

Motion made by Ms. Maupin, Seconded by Mr. Barber to pay Elsie Swafford as e-Rate Consultant at \$20.00 per hour plus mileage and not to exceed 25 hours; as long as it does not conflict with her retirement. Should the time need to exceed 25 hours an additional Board action will be necessary. Motion carried.

**II. PUBLIC HEARING**

**III. ATTORNEY'S REPORT**

**IV. CONTRACTS, AGREEMENTS, MEMBERSHIPS**

A. AVG Renewal for PPLCS: 1 year (15 computers) \$322.49

Motion made by Mr. Barber, Seconded by Ms. Attaway to authorize PPLCS Staff to purchase antivirus "Bit Defender" or a comparable product at a comparable price. Motion carried.

B. Network Solutions: Microsoft Hosted Exchange Mailboxes Renewal

Motion made by Ms. Rountree, Seconded by Ms. Maupin to cancel Microsoft Hosted Exchange Mailbox service through Network Solutions. Motion carried.

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**V. OTHER MATTERS**

**VI. ROUND TABLE**

Calhoun County, Holmes County, Jackson County, and Washington County

**ADJOURNMENT** at 5:30pm

**\*\*Next Board meeting will be Tuesday, February 18<sup>th</sup> at 4pm\*\***

**Submitted by:** \_\_\_\_\_

Betsy Willett, PPLCS Board Secretary