

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

**4:00 PM**

**PPLCS CONFERENCE ROOM**

**February 25, 2014**

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**CALL TO ORDER** @ 4:08pm February 18, 2014

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

B. Roll Call

Present: Pam Pichard, David Corbin, Renae Rountree, Lennetta Greene, Ruth Attaway, Rita Maupin, and Donna Pate.

Excused Absences: Alan Barber, Susan Harris, Barbara Belford, and Kay Ann Sattelmeier

PPLCS Staff: Susan Hughes and Betsy Willett

Public: No Public Present

C. Approval of Agenda-Pichard

Motion made by Ms. Greene, Seconded by Ms. Rountree to approve agenda with additions. Motion carried.

D. Approval of Minutes from January 21, 2014

Motion made by Ms. Maupin, Seconded by Ms. Attaway to approve agenda with additions. Motion carried.

**I. REPORTS AND REQUESTS**

A. Consent Agenda Items

1. Request: Pay bills/invoices

Motion made by Ms. Attaway, Seconded by Ms. Maupin to approve agenda with additions.

Motion carried.

B. Administrator's Report-Hughes

1. Travel Requests:

a) Gulf Coast State College, Panama City, PLAN, Feb 26<sup>th</sup>, all day

b) State Library meeting on Programs & Initiatives

c) Library Legislative Day, Tallahassee, March 25<sup>th</sup>, all day

d) Computers in Libraries (Betsy), Washington, DC, April 6<sup>th</sup>-10<sup>th</sup>

Motion made by Ms. Attaway, Seconded by Ms. Rountree to approve travel for Betsy W. to Washington, D.C. on April 6<sup>th</sup>-10<sup>th</sup>, 2014. Motion carried.

e) Association of Rural & Small Library Conference (Hughes), Tacoma, WA, Sept 2<sup>nd</sup>-6<sup>th</sup>

~~Motion made by Ms. Attaway, Seconded by Ms. Rountree to approve travel for Betsy W. to Washington, D.C. on April 6<sup>th</sup>-10<sup>th</sup>, 2014. Motion carried.~~ Motion rescinded till after

budget workshop.

f) Records Management Seminar Tallahassee/Pensacola \$90

2. Job Descriptions

a) Administrator

b) Administrative Assistant

Motion made by Mr. Corbin, Seconded by Ms. Attaway to accept job descriptions as presented by Administrator to Board Members. Motion carried.

C. Budget Amendments- Willett

Motion made by Mr. Corbin, Seconded by Ms. Attaway to have a special called meeting for a Budget Workshop only on March 13<sup>th</sup> @ 4pm. Motion carried.

**IV. CONTRACTS, AGREEMENTS, MEMBERSHIPS**

A. I.T. Support Agreement with JCBOCC

**V. OTHER MATTERS**

A. Staff Concerns:

1. Koha Training Travel- PPLCS or County pays?

Motion made by Ms. Maupin, Seconded by Ms. Rountree that PPLCS pay for travel and associates training costs for Koha and PPLCS workgroups. Motion carried.

B. Library Directors' Concerns:

1. Workgroups- Maupin

2. PPLCS Training Role- Maupin

3. Amazon/Koha- Pichard

**VI. ROUND TABLE**

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

**ADJOURNMENT** @5:30pm

Minutes submitted by: Betsy Willett, PPLCS Board Secretary