

**MINUTES/DRAFT  
PPLCS BOARD MEETING  
PPLCS BOARD RM**

**2:00 PM**

**March 15, 2016**

- I. A. Call to Order 2:06 PM**  
**B. Invocation led by Calvin Stevenson and Pledge of Allegiance led by David Corbin.**  
**C. Present:** David Corbin, Rita Maupin, Susan Harris, Renae Rountree, Ruth Attaway, Barbara Belford, Deborah Hynes and Calvin Stevenson.  
**Excused Absence:** Vicki Montford  
**Unexcused Absence:** Lennetta Greene, Pam Pichard  
**Staff Present:** Cynthia De La Hunt
- II.** Motion was made to approve the Agenda with additions by Rita Maupin, seconded by Calvin Stevenson. Motion carried.
- III.** Agenda Items:
- A.** Motion was made by Calvin Stevenson, seconded by Ruth Attaway to approve the minutes from the February 16, 2016. Motion Carried.
- B.** Motion was made by Deborah Hynes, seconded by Susan Harris to pay the bills as presented and reviewed. No contracts for approval. Motion Carried.
- C.** Marla in Finance asked that the board make a motion giving her permission to pay contracts (such as Network Solutions) that are charged to the PPLCS credit card so she can pay the bill when it's due without having to get a motion each time a bill is due. Item was tabled until a new administrator is hired to contact the vendor and look into the PPLCS contract with Network Solutions.
- D.** Motion was made by Rita Maupin, seconded by Deborah Hynes to interview the three qualifying applicants for Administrator on Monday, March 21, 2016 beginning at 2pm. Motion carried.
- E.** Motion was made by Rita Maupin, seconded Calvin Stevenson to name Renae Rountree as Interim PPLCS Administrator with compensation. Motion carried.
- F.** Motion was made by Deborah Hynes, seconded by Calvin Stevenson to allow Renae Rountree to purchase a router including the rack and installation for WCPL at a cost of \$2894.00 using her PPLCS funds. Motion carried.
- G.** Motion was made by Rita Maupin, seconded by Calvin Stevenson to allow WCPL to use the PPLCS credit card to register and cover expenses for WCPL staff to attend the National Genealogical Conference. Motion carried.
- H.** JCPL agreed to provide 400 information packets for the Chipola Healthy Start Community Baby Shower. The cost will be billed to PPLCS
- I.** Motion was made by Rita Maupin, seconded by Calvin Stevenson for PPLCS to purchase CiPA-compliant software for all four counties. It will be each county's choice to use the software. Motion carried.

- J.** It was decided that Renae Rountree, being the interim Administrator, would work with Finance Dept. to request a Trial Balance by Fund report at the end of every month and forward this information to each county director. This would assist each director in reconciling their budget.
- K.** Motion was made by Renae Rountree, seconded by Susan Harris to accept the budget revision as presented and to become effective on April 1, 2016. Motion carried.

**IV.** Roundtable Discussions

- V.** Motion to adjourn by David Corbin at 3:58 pm.

The next board meeting is scheduled for April 19, 2016 at 2 pm.

Minutes submitted by Cynthia De La Hunt