

MINUTES

PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

4:00 PM

PPLCS CONFERENCE ROOM

May 20, 2014

CALL TO ORDER at 4:08pm.

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

B. Roll Call

Present: Rita Maupin, Renae Rountree, Pam Pichard, David Corbin, Kay Ann Sattelmeier, Deborah Hynes, Susan Harris, Barbara Belford, Ruth Attaway

Absent: Wretha Webb, Donna Pate, Lennetta Greene

Staff Present: Susan Hughes, Administrator

C. Approval of Agenda-Pichard

Motion made by Ms. Maupin, Seconded by Ms. Rountree to accept agenda. Motion carried.

D. Approval of Minutes from April 15, 2014

Motion made by Mr. Corbin, Seconded by Ms. Sattelmeier to accept minutes from April 15th as presented.

Motion carried.

Presentation to the Board: Lois Jones

Adjourn to Personnel Committee Review adjourned to Personnel Committee Review at 4:29pm returned at 4:45pm.

Advertise for an Executive Session for the Administrator's Performance Evaluation within the June 17th Board Meeting.

I. REPORTS AND REQUESTS

A. Consent Agenda Items

1. Request: Pay bills/invoices

Motion made by Ms. Rountree, Seconded by Ms. Hynes to pay bills/invoices this month. Motion carried.

Motion made by Ms. Attaway, Seconded by Ms. Hynes that bills are processed as received, turned over to Finance with signature of Admin and Chairman. Then at the next board meeting all bills will be confirmed by full board. Motion carried.

B. Approval: Booklist Subscription 1 year \$119.95

Motion made by Ms. Maupin, Seconded by Ms. Rountree to approve Booklist Subscription for 1 year at \$119.95. Motion carried.

C. Administrator's Report-Hughes

II. PUBLIC HEARING

III. ATTORNEY'S REPORT

IV. CONTRACTS, AGREEMENTS, MEMBERSHIPS

A. Zinio/One Click Digital/ Indie

Motion made by Ms. Rountree, Seconded by Ms. Hynes to purchase Indie Flix for PPLCS. Motion carried.

Motion made by Mr. Corbin, Seconded by Ms. Hynes to purchase One Click Digital eAudio Books Adult \$3500.00 and Children/YA \$840.00. Motion carried.

B. Renewal:

1. Baker & Taylor: Title Source 3

Motion made by Ms. Rountree, Seconded by Ms. Hynes to renew Title Source 3. Motion carried.

2. Network Solutions: www.pplcs.net and www.myhcpl.org

Tabled until next meeting.

3. Constant Contact

Motion made by Ms. Maupin, Seconded by Ms. Harris to renew Constant Contact contract. Motion carried.

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V. OTHER MATTERS

A. Finance Committee: Budget Timeline

B. Annual/Sick Leave Policy: JC BOCC has updated their sick policy.

Motion made by Ms. Maupin, Seconded by Ms. Harris for the PPLCS Personnel Policy to mirror Jackson Policy on Annual & Sick leave as established by State of Florida. Motion carried.

C. Personnel Policy

Tabled until next meeting

D. Travel: Per Diem

Table until next meeting.

E. PPLCS Attorney

Motion made by Mr. Corbin, Seconded by Ms. Rountree to request for RFQ (Request for Qualification) on attorney fees. Motion carried.

Motion made by Mr. Corbin, Seconded by Ms. Sattelmeier postponing RFQ until June meeting.
Motion carried.

VI. ROUND TABLE

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

ADJOURNMENT