

MINUTES - DRAFT

PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

4:00 PM

PPLCS CONFERENCE ROOM

August 26, 2014

CALL TO ORDER

A. Invocation and Pledge of Allegiance led by Susan Harris.

B. Roll Call

Present: Rita Maupin, Renae Rountree, Susan Harris, Barbara Belford, Ruth Attaway (Acting Chair), Lennetta Greene, Wretha Webb

Absent: Pam Pichard, David Corbin, Deborah Hynes, Kay Ann Stattelmeier, Donna Pate

Staff Present: Susan Hughes, Administrator

C. Approval of Agenda-Attaway

Motion made by Rita Maupin, seconded by Wretha Webb. Motion Carried.

D. Approval of Minutes from July 15, 2014

Motion made by Renae Rountree, seconded by Susan Harris. Motion to accept minutes from July 15, 2014 as presented, motion carried.

I. REPORTS AND REQUESTS

A. Consent Agenda Items

1. Request: Pay bills/invoices

Motion made by Susan Harris, seconded by Renae Rountree to pay bills/invoices this month
Motion Carried.

B. Administrator's Report-Hughes

II. PUBLIC HEARING

1. FY 14-15 Budget Hearing – Meeting adjourned for Public Hearing at 4:25 pm, resumed immediately as no public was present. Motion made by Renae Rountree, seconded by Rita Maupin to accept the 2014-15 Budget as presented. Motion carried.

2. Minecraft EDU – Motion by Renae Rountree, seconded by Rita Maupin to table this presentation until next month due to Betsy Willett's absence.

3. Merit Program – Motion by Renae Rountree, seconded by Rita Maupin to table this presentation until next month due to Betsy Willett's absence.

III. ATTORNEY'S REPORT

IV. CONTRACTS, AGREEMENTS, MEMBERSHIPS

A. Contracts with lawyers – More discussion needed

B. Contract with JC BOCC IT – More Discussion needed

V. OTHER MATTERS

A. Travel: Per Diem Motion made by Rita Maupin, seconded by Wretha Webb, to accept Jackson County Travel/per diem rates as guidelines for PPLCS. Motion carried. A motion was made by Rita Maupin, seconded by Wretha Webb, to pay Betsy Willett and Josef Stackowicz their extra expenses that were over the set amount from their trip to the Computers in Libraries Conference. Josef Stackowicz will be reimbursed by Jackson County Public Library.

B. Policy Review

1. Public Service Policies – Motion made by Renae Rountree to accept the Public Service Policies Draft as presented, seconded by Susan Harris. Motion carried.

2. Timeline – Motion made by Renae Rountree to approve the Timeline for 2014-15 per the changes discussed, seconded by Lennetta Loman Greene. Motion carried.

3. Annual Plan – Motion made to accept the Annual Plan for 2014-15 by Rita Maupin, seconded by Renae Rountree. Motion carried.

C. FLA Mini-Conference in Panama City, Sept 8th – Betsy Willett will be attending as Susan Hughes will not be returning from the ARSL Conference until the 9th.

D. Job Descriptions – Discussion is a carry-over from the last board meeting. It was concluded that the Administrative Assistant's job description is comprehensive enough to include the duties now being performed by Betsy Willett.

E. Board Vacancies – PPLCS will be sending out appointment request letters to Calhoun County and Washington County to replace Wretha Webb and Donna Pate on the PPLCS Board.

- F. WCPL: Books-A-Million Purchases – Motion made by Rita Maupin, seconded by Wretha Webb, to allow Renae Rountree (WCPL) to exceed the \$1000 spending limit in order to close out her PPLCS expenditures. Motion carried.
- G. *Travel – covered under A.
- H. *Network Solutions – Motion was made by Renae Rountree, seconded by Susan Harris, to allow use of the PPLCS credit card to pay Network Solutions annual contract to provide WCPL and HCPL Web Hosting capability. Motion carried.

VI. ROUNDTABLE

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

ADJOURNMENT – 5:20 pm.

*Requests for additions