

MINUTES

PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

4:00 PM

PPLCS CONFERENCE ROOM

October 21, 2014

Attention:

**PPLCS Board Meeting for November has been rescheduled for Thursday, November 6th @ 4pm.
PPLCS Board Meeting for December has been rescheduled for Tuesday, December 2nd @ 4pm.**

CALL TO ORDER @ 4:17PM

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

B. Roll Call:

Present: Rita Maupin, Marie Simpson, Renae Rountree, Deborah Hynes, Lennetta Greene, Pam Pichard, David Corbin, Barbara Belford, and Susan Harris

Staff Present: Susan Hughes and Betsy Willett

Absent: Ruth Attaway and Kay Ann Sattelmeier

C. Approval of Agenda-Pichard

Motion made by Ms. Rountree, Seconded by Ms. Harris to approve corrected agenda. Motion carried.

D. Approval of Minutes from September 16, 2014

Motion made by Mr. Corbin, Seconded by Ms. Greene to approve September minutes. Motion carried.

I. REPORTS AND REQUESTS

A. Consent Agenda Items

1. Request: Pay bills/invoices

Motion made by Ms. Belford, Seconded by Ms. Harris to pay bills/invoices. Motion carried.

B. Administrator's Report-Hughes

1. Directors' Annual Conference: October 27th-29th in Tallahassee

Motion made by Ms. Rountree, Seconded by Ms. Maupin to all Susan Hughes to go to the Directors' conference in Tallahassee. Motion carried.

2. PLAN Annual Meeting: Friday, Nov 7th in Niceville

Motion made by Ms. Maupin, Seconded by Ms. Rountree for PPLCS Staff to attend PLAN Annual meeting November 7th. Motion carried.

3. CSLP/FLYP Training: Wednesday, Dec 10th in Blountstown

Motion made by Mr. Corbin, Seconded by Ms. Rountree to allow Betsy & Susan to attend CSLP/FLYP training in Blountstown. Motion carried.

4. 1st Review of Long Term Plan

C. Axis 360 Hosting

Motion made by Ms. Rountree, Seconded by Ms. Hynes to discontinue Axis 360 service from Baker & Taylor. Motion carried.

D. Request to use Credit Card for Comcast Bill

1. Approval to set-up automatic bill pay for Comcast Bill from this date forward. Comcast cut phone and internet service off after depositing check received for payment of service. For this to not happen again, the PPLCS office is requesting approval to pay October 2014 bill and all future bills with Comcast using the PPLCS SunTrust Credit Card.

Motion made by Mr. Corbin, Seconded by Ms. Hynes to use credit card to pay Comcast bill only. Motion carried.

II. PUBLIC HEARING

III. ATTORNEY'S REPORT

IV. CONTRACTS, AGREEMENTS, MEMBERSHIPS

A. Contracts with lawyers

1. Fuqua

PPLCS Staff to continue getting an annual Letter of Service from Mr. Fuqua for PPLCS. Have Mr. Fuqua to attend November 6th Board Meeting to review Sunshine Law.

MINUTES

PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM

4:00 PM

PPLCS CONFERENCE ROOM

October 21, 2014

Called to Recess @ 5:10pm to eat

Reconvened @ 5:28pm

2. Allen, Norton & Blue

PPLCS Staff to mail letter requesting copy of contract.

V. OTHER MATTERS

A. Board Vacancies

WCPL Director, Ms. Rountree, is currently working with the WC BOCC to fill Board vacancy.

CCPL Director, Ms. Maupin, and CC BOCC has filled vacancy with Marie Simpson.

B. Board Officers

Board Officers will be voted on at the November 6th meeting. The New Board Officers will be installed at our Annual Board Meeting, December 2nd.

C. Annual Meeting

Annual Meeting will be Tuesday, December 2nd with meal.

D. Administrator's Evaluation Ms. Maupin added at meeting

Motion made by Ms. Maupin, Seconded by Mr. Corbin to move PPLCS Administrator, Susan Hughes, from probation to regular employee status effective October 21, 2014.

Motion carried.

*Washington DC Travel Reimbursement:

Motion made by Ms. Maupin, Seconded by Ms. Rountree to pay \$66.00 per diem per day for Betsy Willett and Josef Stackowicz based on GSA schedule for Washington DC area to "Computers and Libraries" Conference and to override prior motion. Motion carried.

**Motion made by Mr. Corbin, Seconded by Ms. Hynes for a onetime bonus for Betsy for extra duties she has done for every library in Coop. Motion carried.

VI. ROUND TABLE

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

ADJOURNED @ 6:30pm.

Attention:

PPLCS Board Meeting for November has been rescheduled for Thursday, November 6th @ 4pm.

PPLCS Board Meeting for December has been rescheduled for Tuesday, December 2nd @ 4pm.