

**MINUTES/DRAFT**  
**PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM**

**4:00 PM**

**PPLCS BOARD ROOM**

**September 15, 2015**

**I. CALL TO ORDER @4:00 PM**

**INVOCATION AND PLEDGE OF ALLEGIANCE led by Mr. David Corbin**

**ROLL CALL**

Present: David Corbin, Renae Rountree, Lennetta Greene, Pam Pichard, Deborah Hynes, Calvin Stevenson, Ruth Attaway, Rita Maupin, Marie Simpson  
Absent: Wendel Whitehurst, Barbara Belford and Susan Harris  
Others Present: Susan Hughes and Cynthia De La Hunt

**APPROVAL OF AGENDA**

Motion made by Renae Rountree, seconded by Rita Maupin to approve the agenda as presented. Motion carried.

**APPROVAL OF MINUTES FROM PREVIOUS MEETINGS:**

Motion made by Ruth Attaway, seconded by Deborah Hynes to approve the minutes from the August 18, 2015 meeting as presented. Motion carried.

**II. AGENDA ITEMS**

Motion made by Pam Pichard, seconded by Rita Maupin to pay bills as presented to the Board. Motion carried.

All discussion for the Budget committee was discussed at the Budget Meeting.

**III. ADMINISTRATOR'S REPORT-HUGHES**

Petty Cash and Leave Balances were reported.

It was reported that the PPLCS Credit Card has been secured in the Finance Office with a sign-out sheet to help track usage.

Motion made by Rita Maupin, seconded by Pam Pichard to allow Susan Hughes to take part in the inmate re-entry program at Calhoun Correctional Institute. Motion carried.

Motion made by Pam Pichard, seconded by Renae Rountree to change Susan's E-rate training from October 15 & 16, 2015 in Okaloosa to November 9 & 10, 2015 in Tallahassee. Motion carried.

Motion made by Rita Maupin, seconded by Calvin Stevenson to allow Susan Hughes to attend the PLAN meeting on October 15, 2015. Motion carried.

Motion made by Renae Rountree, seconded by Rita Maupin to allow Susan Hughes to attend the State Library Directors meeting and pay registration as required. Motion carried.

Motion made by David Corbin, seconded by Calvin Stevenson to request proposals for auditing purposes beginning with FY 14-15. RFPs will be presented to the Board at the November meeting. Motion carried.

Motion made by Renae Rountree, seconded by Rita Maupin to allow Susan Hughes to submit State Aid Agreements by September 28, 2015. Motion carried.

**IV. ROUNDTABLE**

JCPL will present their Outside the Lines program tonight, September 15, 2015 at 5pm.

The annual Book Sale will be next week at JCPL on September 24-26, 2015 from 9am-4pm.

The Envisionware software is in place. The function of this program is computer time mgmt. and print mgmt.

The library made changes to the DVD check-out program to allow more patrons the opportunity to check out a larger variety and newer DVDs.

**CCPL** reported that the Lisa Wingate visit was a success and very informative.

**WCPL** raised approximately \$1000.00 at their Bullets and Broadway program.

The library has gotten a lot of recognition recently with some members of the staff being in the press and Congresswoman Gwen Graham visiting.

The library was allowed to close for one week to go book shopping and update the interior of the library and re-configure their Children's dept.

**EXPECTATIONS FOR THE NEXT MEETING:**

Next board meeting will be October 20, 2015 at 4 p.m. at the PPLCS office in Marianna, FL.

**V. ADJOURNMENT**

**@ 5:02 pm**

**Prepared by Cynthia De La Hunt**