

**MINUTES/DRAFT  
PPLCS BOARD MEETING  
PPLCS BOARD ROOM**

**11:00 AM**

**December 5, 2018**

**A. Call to Order 11:30 AM**

**B. Invocation led by David Corbin**

**Present:** David Corbin, Monette French, Deborah Hynes, Susan Harris, Rita Maupin, Ruth Attaway

**Excused Absence:** Vicki Montford

**Unexcused Absence:** Robert Hoff

**Staff Present:** Mary Balint and Cynthia De La Hunt

Susan Harris, from Holmes County, introduced new Board member Elizabeth 'Betty' Treadwell. Ms. Treadwell is replacing long-term Board member Barbara Belford, who resigned in November. We are happy to welcome Ms. Treadwell to PPLCS.

- I.** Motion was made by Ruth Attaway, seconded by Rita Maupin to approve the agenda with the addition of items **J. Employee gift and time off-Rita Maupin** and **K. Board officers election for the new year-Rita Maupin**. Motion carried.

As the courthouse staff remains in our office and meeting spaces, the time and location of the January 16, 2019 PPLCS Board meeting was moved to the Jackson County Library conference room beginning at 11:00 a.m.

**II.** Agenda Items:

- A.** Motion was made by Susan Harris, seconded by Rita Maupin to approve Minutes from the September 19, 2018 meeting with corrections to item D. and E. Motion carried.

Meeting adjourned at 12 noon.

Reconvened at 12:10 p.m.

- B.** Motion was made by Rita Maupin, seconded by Ruth Attaway to approve and pay bills and renew the contract for Signing Savvy, as the Library Directors all want to use it for one more year, 10/2018-10/2019. Motion carried.

**C.** Administrator's report

Motion was made by Ruth Attaway, seconded by Rita Maupin to approve training for the administrator if she chooses to attend the PLAN Tech Day in Panama City on January 18, 2019.

- D.** The motion in Item C. also included a motion by Ruth Attaway, second by Rita Maupin to approve the FY 2018-2019 Combined Budget for State Aid for the Libraries grant application. Motion carried.

- E. Motion was made by Rita Maupin, seconded by Deborah Hynes for the Chairman to approve and sign the FY 2018-2019 State Aid Grant Agreement and Certification of Hours. Motion carried.
- F. Motion was made by Deborah Hynes, seconded Elizabeth Treadwell to allow the Administrator to pay the Verizon bills for October, 2018 through January, 2019 using the PPLCS credit card to avoid processing check payments of less than a dollar. Motion carried.
- G. Motion was made by Ruth Attaway, seconded by Deborah Hynes to allow the Administrator to use the PPLCS credit card to renew Network Solutions products annually. Motion carried.
- H. Motion was made by Rita Maupin, seconded by Deborah Hynes to use the PPLCS credit card to add \$241.50 to Constant Contact for the remainder of the current term, ending April, 2019. Motion carried.
- I. Motion was made by Susan Harris, seconded by Ruth Attaway to move E-rate reimbursement funds in the amount of \$5031.29 from PPLCS to Calhoun County. Motion carried.
- J. Motion was made by Rita Maupin, seconded by Deborah Hynes for Mary Balint and Cynthia De La Hunt to receive a one-time incentive payment of \$107.65 with the only withholding being Social Security and Medicare, no withholding taxes. Roll vote 7 yes, 0 no; motion carried.
- K. Motion was made by Rita Maupin, seconded Deborah Hynes for David Corbin and Ruth Attaway to retain their positions as PPLCS Chairman and Vice-Chair, respectively for FY 2018-2019. Roll call vote 5 yes, 0 no; motion carried.

The Chairman released the gavel to the Vice Chair.

#### Roundtable Discussions

### III. Meeting adjourned at 1:15 p.m.

The next scheduled meeting of the PPLCS Board will be Wednesday, January 16, 2019 at 11:00 am CST at the Jackson County Public Library Conference Room, located at 2929 Green Street, Marianna, Florida.