

**MINUTES/DRAFT
PPLCS BOARD MEETING**

10:00 AM

PPLCS BOARD MEETING ROOM

June 19, 2019

Before the meeting was called to order, new board member, Wayne Bryant asked everyone to help him learn his fellow board members by having everyone give their name and the county they represent. While doing so, Susan Harris, Director at HCPL, introduced her incoming Director, Becky Marsh. Becky is currently Assistant Director at HCPL and will assume the position of Director upon Ms. Harris' retirement in September, 2019.

Call to Order: 10:18 a.m.

Invocation and Pledge of allegiance led by Ruth Attaway

Present: Ruth Attaway, Rita Maupin, Susan Harris, Monette French, Betty Treadwell, Wayne Bryant, Becky Marsh

Excused Absence: Deborah Hynes

Unexcused Absence: David Corbin, Vicki Montford

Staff Present: Mary Balint and Cynthia De La Hunt

- I. Motion was made by Rita Maupin, seconded by Monette French to approve the agenda as presented. Motion carried.

- I. Agenda Items:
 - A. Motion was made by Susan Harris, seconded by Betty Treadwell to approve Minutes from the May 15, 2019 meeting as presented. Motion carried.
 - B. Motion was made by Rita Maupin, seconded by Susan Harris to approve and renew the annual contract for Centurian Technology at \$256.00, Niche Academy at \$2400.00, Recorded Books at \$675.00 and Comcast Business at \$186.75. Motion carried.
 - C. Administrator's report

The Administrator, having spoken with our auditors, said the PPLCS audit is expected to be completed by June 30, 2019. Ms. Sara Applewhite will present the audit results at the July 17, 2019 PPLCS board meeting.
 - D. Motion was made by Susan Harris, seconded by Betty Treadwell to pay bills. Motion carried.
 - E. Motion was made by Rita Maupin, seconded by Monette French to authorize Susan Harris to purchase computers and software from Tech Soup with her PPLCS credit card, having a limit of \$5000.00. Motion carried.
 - F. Motion was made by Rita Maupin, seconded by Betty Treadwell to authorize the administrator to use the PPLCS credit card to purchase an SSL for the PPLCS website in the amount of \$199.98 or higher. Motion carried.

- G.** Motion was made by Susan Harris, seconded by Rita Maupin to authorize the administrator to apply online for IRS Tax Exemption at the Federal level for PPLCS using the PPLCS credit card at a cost of \$275.00. Motion carried.
 - H.** The Administrator presented a tentative draft for the FY 2019-2020 PPLCS budget. As we move toward the end of the fiscal year, Ms. Balint will revise and bring new drafts as she gets more budgetary information.
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- II.** Meeting adjourned at 11:04 a.m.
 - III.** Roundtable

The next scheduled meeting of the PPLCS Board will be Wednesday, July 17, 2019 at 10:00 a.m. CST at the PPLCS Meeting Room, located at 2862 Madison Street, Marianna, Florida.