

MINUTES
November 17, 2021 10:00 am
PPLCS BOARD MEETING

I. Call to order: 10:15 a.m.

The Board took a moment to welcome our newest PPLCS Board member, Carol Wilson, from Calhoun County and to introduce each member of the Board.

II. Invocation and Pledge of Allegiance led by Wayne Bryant

III. Present: Wayne Bryant, Deborah Hynes, Becky Marsh, Rita Maupin, Brittni Spires, Anne Rodgers, Shan Hatfield and Carol Wilson

Excused absence: Ruth Attaway

Unexcused absence: none

Staff present: Mary Balint and Cynthia De La Hunt

IV. Motion was made by Deborah Hynes, seconded by Rita Maupin to approve the agenda with the addition of **item H. Longevity pay-Deborah Hynes**. Motion carried.

V. Agenda items:

- a.** Motion was made by Becky Marsh, seconded by Shan Hatfield to skip the December 15, 2021 board meeting and resume monthly meetings on January 19, 2022. Motion carried.
- b.** Motion was made by Rita Maupin, seconded by Anne Rodgers to accept the Minutes from the October 20, 2021 board meeting as presented. Motion carried.
- c.** Administrator's report
Motion was made by Deborah Hynes, seconded by Rita Maupin to approve the Administrator to attend the State Library Directors meeting in Tallahassee in December and PPLCS pay necessary expenses not covered by the State Library. Motion carried.
- d.** Motion was made by Becky Marsh, seconded by Shan Hatfield to approve the annual fees for Siteground renewals to be paid by the PPLCS credit card. Motion carried.
- e.** The Administrator shared a letter from Florida Humanities regarding the Life, Liberty & Your Library grant. PPLCS will refund the amount of \$300 to Florida Humanities.
- f.** Motion was made by Anne Rodgers, seconded by Brittni Spires to authorize the Administrator to use the PPLCS credit card to pay December bills that would incur a late fee. Motion carried.

Motion was made by Deborah Hynes, seconded by Anne Rodgers to approve JCPL's Interstate Commercial Services invoices for November and December to be forwarded to the Finance Dept for immediate payment. Motion carried.

- g.** Motion was made by Shan Hatfield, seconded by Brittini Spires to pay bills for the month of November. Motion carried.
- h.** Motion was made by Deborah Hynes, seconded by Anne Rodgers to give longevity pay to the PPLCS Administrator and Executive Secretary according to the following formula: 3-5 yrs service=\$500, 6-10 yrs=\$750, 11-15 yrs=\$1000, etc., retroactive to FY 2019-2020 per Jackson county practice as a lump sum (\$1000 to the Administrator & \$1250 to the Executive Secretary).

VI. Meeting adjourned at 11:12 a.m.

VII. Roundtable